



**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES AND FOOD SECURITY



INFORMATION AND GUIDELINES FOR WRITING A PROTECTED AREA MANAGEMENT PLAN, SOLOMON ISLANDS



August 2013

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FOREWORD

The Solomon Islands and their surrounding waters support a diverse and unique flora and fauna with internationally significant biodiversity and scientific values. The 992 Islands that make up Solomon Islands are home to over 600,000 people who are either wholly dependent or partially reliant upon the country's natural resources for their food, water, shelter, livelihood and cultural identity. There is growing interest within the Solomon Islands in the establishment of legally recognized conservation areas as local communities look to protect their land and marine environment.

The Protected Areas Act 2010 and Protected Areas Regulations 2012 provide a legal framework for communities to look after their natural and cultural treasures and regulate against threats that diminish their opportunities for environmentally sustainable development.

These guidelines have been prepared to assist communities and planners in the preparation of a protected area management plan. The Guidelines are a work in progress. They will benefit from review and revision as experience and knowledge in protected area management develops in the Islands.

As of August 2013 there remains no nationally protected conservation areas within the Solomon Islands. It is hoped that with the passing of the Protected Areas Act, and development of Guidelines such as these, communities and Government will work together to develop an effective, beneficial, protected area system across the Solomon Islands.

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Part A – Management Plans and The Law

I.0 Introduction

In 2010 the Solomon Islands Government passed the Protected Areas Act. The Protected Areas Regulations followed this in 2012. The Act and Regulations provide a legal mechanism for landowners to protect their land and sea with the support and recognition of the National Government.

The Act permits the establishment of different categories of protected areas under alienated and customary land tenure. It allows for communities to choose how to look after and use their land and sea. The objectives of the Act include the protection of biological diversity as well as the promotion of environmentally sustainable resource use and business opportunities based on conservation.

Over a relatively short period of time, intensive resource extraction in the timber and fishing industries has resulted in a rapid decline in the health and productivity of natural systems throughout the Solomon Islands. A key element of the Act is the prohibition of industrial scale logging and mining in protected areas, as well as a ban on activities such as dredging and trawl fisheries in marine protected areas.

The Act empowers landowners to regulate activities on their land and sea. It directs the establishment of local management committees to manage their protected areas through an approved protected area management Plan. A management plan is required for each protected area and must be submitted with the protected area application.

The guidelines are intended for use by government and non-government organization personnel, and others working in the protected area field that are assisting local communities with the preparation of management plans.

The guidelines in this document are presented in four parts.

Part A	Management Plans and The Law	<i>Presents background information on protected areas, management plans and the Solomon Islands Protected Area Act and Regulations</i>
Part B	Preparing the Plan	<i>Looks at the stages in the planning process from preparing a project plan and timetable, information collection and developing the plan content</i>
Part C	Writing the Plan	<i>Contains a step-by-step guide on how to write the management plan using a standard template. It provides detail on what information to include in the plan</i>
Part D	A Management Plan Template	<i>Includes a management plan template with explanatory notes for each section. The template is provided as a separate document.</i>

The aim of the guidelines is to explain the planning process in a concise, easy to follow document. More detailed information and explanation on the topics covered in the guidelines is available in a range of planning documents listed in the Reference section.

1.1 What is a Protected Area?

The International Union for the Conservation of Nature describes a protected area as:

“An area of land and/or sea especially dedicated to the protection of biological diversity, and of natural and associated cultural resources, and managed through legal or other effective means” (IUCN 1994).

Protected areas come in all shapes and sizes and are created for a range of purposes. The reasons for protecting an area and how it will be managed will differ from one area to another. Some protected areas will allow for the customary harvesting or sustainable use of resources whilst others strictly prohibit the taking of plants or animals and other human disturbances.

The Act enables the creation of five different types of protected areas with each category having different management objectives. The five types of protected areas are based on the IUCN's protected area classification system¹. The five categories are:

- **Nature Reserve** – to conserve ecosystems and natural areas undisturbed by significant human activity – areas set aside mainly for science or wilderness protection
- **National Park** – to protect biodiversity, ecosystems and the supporting environmental processes and to promote recreation and education
- **Natural Monument** – to protect outstanding natural features and their associated biodiversity and habitats
- **Closed Area** – to maintain, conserve and restore species and habitat
- **Resource Management Area** -- managed mainly for the ecologically sustainable use of natural ecosystems and resources for the benefit of customary owners and dependent local communities

A complete description of the management purpose and principles for each protected area category is set out in the Regulations² and in Appendix I of these guidelines.

Although the Act allows for different types of protected area to be established not all land and sea areas are eligible for protection. Under the Act, an area of land or sea can only be declared a protected area if it meets at least one of the following criteria;

- has significant genetic, cultural, geological or biological resources;
- contains the habitat of wild animals or plants that are of unique national or international importance;
- merits protection as a World Heritage site due to cultural or natural significance; and/or
- requires special measures to be taken to preserve biological diversity³.

¹ Refer to Guidelines for Applying Protected Area Management Categories (IUCN WCPA, <http://data.iucn.org/dbtw-wpd/edocs/PAPS-016.pdf>)

² Protected Areas Regulations 2012 Part 2

³ Protected Areas Act 2010 s. 10(1)

If an area meets one of the above criteria it is eligible for protection under the Act. A decision is then made during the planning process as to which category of protected is most appropriate. All five categories of protected area require a management plan.

1.2 What is a Protected Area Management Plan?

A management plan is the document that guides the landowner in looking after their protected area. It details how the area will be managed to protect nature and culture and to provide benefits for the community into the future.

A management plan tells us who the protected area belongs to, what is important about it and why. It tells us what the threats to the area are, what is trying to be achieved by protecting the area, and how this will be done.

Like the protected areas, each management plan will be different. Protected areas will vary from small, local village managed nature reserves to large national parks involving many communities. The task of developing each management plan will vary in complexity depending upon the number and type of values and threats; the management objectives for the area; the degree of competing interests; the level of stakeholder⁴ involvement and the issues arising from outside the protected area.

2.0 The Protected Areas Laws

The Act and Regulations enable the creation of protected areas. They set out the objectives, guiding principles and rules and regulations for the administration and management of protected areas. This includes the guiding principles upon which a management plan must be developed.

Satisfying the requirements of the Act and Regulations is the first step in the planning process and planners and the community should be aware of their obligations under the Act as well as the benefits and protection the Act provides.

Implementation of the Act is the responsibility of the Minister for Environment, Climate Change, Disaster Management and Meteorology. The Director of Environment and Conservation provides advice to the Minister in relation to key decisions under the Act. In these guidelines these two persons are referred to as “the Minister” and “the Director”.

⁴ ‘Stakeholder’ is used here to mean someone who is directly affected by the outcome of the planning process.

2.1 Objective of the Protected Areas Act

The Protected Areas Act sets out six objectives that provide guidance to government and communities on the establishment of protected areas and their management⁵ The establishment of protected areas and the resulting management must be consistent with these objectives:

- to establish a system of protected areas or areas where special measures need to be taken to conserve biological diversity;
- to develop, where necessary, guidelines for the selection, establishment and management of protected areas or areas where special measures need to be taken to conserve biological diversity;
- to regulate or manage biological resources important for the conservation of biological diversity whether within or outside protected areas, with a view to ensuring their conservation and sustainable use;
- to promote the protection of ecosystems, natural habitats and the maintenance of viable populations of species in natural surroundings;
- to promote environmentally sound and sustainable development in areas adjacent to protected areas with a view to furthering protection of the protected areas; and
- to rehabilitate and restore degraded ecosystems and promote the recovery of threatened species, such as, through the development and implementation of plans or other management strategies.

2.2 The Requirements for Management Plans

The management plan for the protected area must be consistent with the Regulations which state:

“A management plan shall have as its objective the conservation and management of the biodiversity of the protected area in accordance with the objects of the Act and the purpose or class for which the area is declared.”⁶

The Regulations provide direction on what is required with regard to the preparation and content of a management plan. This includes who needs to be consulted when preparing the plan and what information the plan must contain (Sections 22(2) and 23). Both these sections of the Regulations are detailed in Part B of the guidelines.

The Regulations also set out the guiding principles upon which a management plan must be developed. They are based on protecting biodiversity and culture, and the ecologically sustainable use of resources.

Section 31: Ecologically Sustainable Use - requires that all decision making activities, plans, policies and strategies for the protected area take into account the overriding need for ecologically sustainable use of the natural ecosystems and resources of a protected area.

⁵ Protected Areas Act 2010 s 3.

⁶ Protected Areas Regulations 2012 s 22(1)

Section 32: Guiding Principles in Decision Making – sets out the decision making principles that are to be adopted in all decision making processes relating to a protected area.

Section 31 and 32 are detailed in Part B of these guidelines.

2.3 Application to Protect an Area

The Act provides direction on applying to create a protected area⁷. An application may be made by:

- landowners of the protected area
- an organization or other persons on behalf of landowners of the protected area
- a recommendation of the Director of Environment

Each application for a protected area must contain a management plan⁸. The Act states that the Minister before declaring a protected area shall ensure that:

‘an appropriate conservation, protection or management plan is developed for the area to ensure that the conservation objectives of the protected area will be achieved’⁹.

Following an assessment of the application and management plan the Director will make a recommendation to the Minister whether or not to declare a protected area¹⁰. The Public Solicitor’s Office can provide advice on preparing applications for protected areas.

2.4 Administration of Protected Areas

To help administer and manage protected areas the Act establishes two committees and sets out their roles and responsibilities.

At the national level the Act requires the appointment of the Protected Areas Advisory Committee. The role of the Advisory Committee is far ranging and includes overseeing the operation of the Protected Area Act. Part 2 of the Act sets out the establishment, functions, and powers of the committee.

At the local level, a Management Committee is appointed by the Advisory Committee to manage and govern each protected area. The members of the management committee are approved by the Director following nominations from relevant stakeholders, local communities, and customary owners.¹¹

Once appointed the management committee is responsible for the following functions:

⁷ Protected Areas Act 2010 s 10(4).

⁸ Protected Area Regulations 2012 s 12(2)

⁹ Protected Areas Act s 10(7)(d)

¹⁰ The process for assessing applications is detailed in the Protected Areas Act s 10

¹¹ Protected Areas Regulations 2012 s 27(3).

- develop, formulate, implement, monitor and review any conservation, protection or management plan for the protected area
- manage the protected area under its control and supervision
- perform any other function the Advisory Committee may assign to it under the Act or any other written law¹².

2.5 Other Legislation, Policies and Procedures

The Management Plan should also be consistent with other national legislation, provincial ordinances, policies and procedures, and relevant international agreements.

Examples of other relevant legislation may include the *Environment Act 1998*, *Fisheries Act 1998*, or the *Wildlife Protection and Management Act 1998*. The Solomon Islands Governments obligations as signatory to International agreements such as the World Heritage Convention (WHC), *Convention on Biological Diversity (CBD)* *Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)*, and *United Nations Convention on the Law of the Sea (UNCLOS)* may also apply.

It may be useful when preparing a plan to assess how other legislation affects the area. This may be particularly helpful when considering what activities will be permitted in the area and the rules and regulations that will apply.

A list of Solomon Islands environmental legislation, policy, procedures, Provincial Ordinances and international agreements is obtainable from the Public Solicitors Office. These may assist with decision-making when preparing the plan.

¹² *Protected Areas Act* s 12(3)

Part B – Preparing the Plan

I.0 Getting Started on the Management Plan

Once the decision has been made by landowners to apply for a protected area work on the management plan can commence. This is the beginning of the management plan project and like all good projects there should be a plan identifying what needs to be done, who will do it, and when.

An important consideration at this stage is the availability of resources to carry out the project. People will be needed to run the project, collect the information and write the plan. Funds will be needed to meet project expenses for things such as travel, meetings and printing.

Without adequate availability of people, time and money it will be difficult to complete the project. If that is the case it may be better to wait till the resources are available before commencing preparation of the plan. This will avoid having the project breakdown before completion. There are a number of steps to follow in the management plan project.

Step 1	Appoint someone to manage the project (the Project Manager)
Step 2	Prepare a project plan and budget defining who does what
Step 3	Collect and evaluate information from reports, books, maps, experts
Step 4	Collect and evaluate information from the community
Step 5	Prepare a draft Management Plan
Step 6	Review the draft Plan with the community and other stakeholders
Step 7	Finalise the Management Plan
Step 8	Submit the Plan to the Director with the protected area application
Step 9	Print and distribute the approved management plan
Step 10	Implement and monitor the plan

I.1 Managing the Project

It is the responsibility of the management committee for the protected area to oversee the preparation of the management plan, and appoint someone to take on the role of project manager. It is the project manager's job to ensure that the preparation of the plan is well coordinated and resources

are used effectively. The project manager may also be the person responsible for writing the plan. The project manager may be someone from within the local community, or the committee may choose to look for assistance from an outside organization that specializes in protected area management and has experience in the preparation of plans.

In consultation with the management committee the role of the project manager is to:

- prepare the project program;
- develop the community consultation strategy;
- liaise with the community and other stakeholders throughout the different stages of the project;
- administer any funding for the project;
- record and circulate minutes of relevant meetings;
- report on the plans progress to the management committee and community;
- coordinate the writing and printing of the draft management plan and any other documentation required, and circulate that documentation as necessary;
- coordinate the receipt and review of comments and feedback on the draft management plan and then finalize the plan; and
- submit the final management plan document to the management committee for their approval and inclusion with the protected area application.

The preparation of the project program is particularly important. It should set out – what needs to be done; who is responsible for each task; the resources required to undertake the project (funding, staffing, equipment) and the time allocated for each task. Planning should consider what things may affect the completion of the plan and how any potential problems can be managed so that the project is not delayed.

A project timetable is shown in Example I and can be used as a guide for project planning. The time required to complete each task will vary for each protected area depending upon the availability of resources and the number of management issues. More time may be required to prepare the plan for a large protected area with many landowners, than say, a smaller area with only one landowner group. Some of the tasks listed can be undertaken at the same time to reduce the project time frame.

Example I.	
A management plan project timetable	
TASK	TIME
Undertake consultation with the community and other stakeholders (this project task will be on-going throughout the project)	3-6 months
Collect and review existing information on the area	One month
Prepare statement outlining the values of the area	One week
Identify the key issues and threats to be addressed in the plan and prepare the Specific Management Objectives for the area	One week
Prepare Zoning Plan (if required)	One month
Prepare background information, identify management issues, desired outcomes and strategies for environmental and biodiversity values	One month
Prepare background information, desired outcomes and strategies for Cultural heritage and traditional resource use	One month
Prepare background information, identify management issues, desired outcomes and economic opportunities	One month
Prepare background information, identify management issues, desired outcomes and strategies for Recreation, Tourism, Research, Education	One month
Prepare background information, identify management issues, desired outcomes and strategies for Capacity Development and Community Participation and Awareness (and other relevant topics)	Two weeks
Finalize the draft plan	Two weeks
Circulate draft plan and undertake final consultation with relevant stakeholders	One month
Review comments, finalize plan and submit with application for approval	One month

1.2 Who should write the Plan?

The local community has the best knowledge of the area and are the ones who will implement the plan. For this reason a member of the landowner community or person involved in managing the protected area should write the plan. This may not be always possible if there is limited access to information or resources (such as computers and printers) or a shortage of people with the expertise or experience in preparing documents like a management plan.

If someone from outside of the community (an NGO or consultant) writes the plan, those involved in managing the protected area should be encouraged to be closely involved in all stages of the plan preparation, from the collection of information through to the editing of the draft.

The writing of the plan provides opportunity for community members involved in the project to learn about the writing process, provide content, review sections and ensure familiarity with the objectives, outcomes and actions set out in the plan.

There are a number of non-government organizations (NGOs) that may be available to assist with writing the plan and to provide advice on other steps in the planning process. A list of NGOs who may be able to provide support is presented in the Information Resource Contact List - Appendix 2 of the guidelines.

2.0 Collecting Information for the Plan

The collection of good information on the protected area is vital to preparing a successful management plan. Information on the protected area can be gathered through research of existing information (such as books, scientific reports, surveys) and through consultation with the local community and other stakeholders.

The initial collection and review of information should include the following:

- size of the protected area;
- who are the landowners;
- past and present land use and management of the area;
- adjoining land use – past, present and future;
- environmental features - what they are, what's happening to them;
- threats – what's impacting upon the area? For example introduced species, pollution, logging, over-harvesting;
- biodiversity - what ecosystems and habitats, plants and animals are present? Where are they found and what condition are they in?
- cultural heritage - what is there, who values it and why;
- cultural resource use - what resources are being used/by who/for what;
- recreation and other current use of the area;
- facilities, such as walking tracks, camping areas, jetties, mooring buoys, and whether they are adequate or necessary;
- the potential for use of areas in the protected area for uses such as visitor accommodation, tours etc.
- research and monitoring programs;
- any agreements, easements, leases, licences etc.
- protected area regulations (prohibited and restricted activities).

Information on the protected area can be gathered from a range of sources. The local community will hold much of the knowledge required for the plan but scientific and specialist information may need to be obtained elsewhere. Information for the management plan may be found on the internet or in a range of other documents:

- Western Solomon's Research Database: <http://www.westernsolomons.uib.no/>
- IUCN Red List of threatened species, endangered ecological communities and threatening processes: <http://www.iucnredlist.org/>

- articles, reports and other information found on websites (internet search for location names, species names, feature names or issues associated with the area)
- Google Map or other such internet tools for satellite imagery or air photos
- protected area management guidelines (IUCN), other management plans, conservation plans, operations plans and any other planning documents
- archaeologist and anthropologist reports
- local businesses (tourism operators i.e. lodges, dive shops, fishing charters)
- visitor books, questionnaires and visitor surveys
- published books (i.e. Wild West by Patrick Pikacha)
- local environmental studies and other studies in adjacent areas.
- local schools, church records
- Provincial and National government offices and libraries
- National Archives
- conservation organizations (such as WWF, TNC)

In most cases management plans are written using the available information. Any further survey or research on the protected area that needs to be done is generally identified as actions in the plan. It is important however to make sure that the best available information is gathered so that informed planning decisions can be made. Any new information that is needed to complete the plan should be identified as early as possible in the plan preparation.

Not all the information collected on the area needs to be written into the plan. Additional information should be recorded and stored as reference material.

Refer to the *Information Resource Contact List* (Appendix 2) for contact details of supporting organizations that may be able to provide assistance with information on the protected areas.

2.1 Talking with the Community

The success of the management plan project and the protected area is dependent upon having the support of the community. The best way to build support is by involving the local community and other stakeholders in the development of the plan.

Consulting with the community and other stakeholder about the protected area and the planning process provides a range of benefits. It:

- provides a means through which people and groups with an interest in the area can make positive and meaningful contributions to the decision-making process;
- provides an invaluable source of information on the area;
- educates all involved in the process so that everyone acquires a more complete understanding of the area's values and issues, and how others see the proposal;

- encourages acceptance of the management solutions set out in a plan;
- promotes the management committee's role in conservation;
- builds a stronger relationship between the management committee and the community; and
- meets the management committee's legal obligations to consult with the community and stakeholders.

The extent and type of community consultation will vary with each protected area. It will be determined by the size of the area, the number of landowners and neighbors involved, the level of interest from other stakeholders, and the complexity of the management issues.

2.2 Community Consultation Strategy

The development of a community consultation strategy is an important step in the management plan project. It should be developed at the commencement of the project. A good strategy will identify:

1. what the aim of the consultation is;
2. who should be included;
3. when the consultation should take place (project timetable); and
4. what are the best ways to conduct the consultation (methods).

It is also important to determine:

- how many people will be involved; and
- what the budget and time considerations are.

The consultation strategy must be achievable and within the scope of the available resources. There is no point developing a consultation strategy that says there will be 10 community meetings if there will only be enough resources for five.

I. What it is the aim of the consultation?

Consulting the community will achieve a number of things. It will be a way to share information and involve others in decision-making. Knowing why you are consulting and what it is you want to achieve out of the process is an important consideration. For example is the reason for the consultation to:

- collect information to increase your knowledge of the area?
- provide the community with information to increase their knowledge of the planning process and the area's values, uses and issues?
- determine community attitudes to management options?

Be clear on what it is you are trying to achieve. This will help with deciding who should be involved, and at what stage in the plan preparation the consultation should take place.

Collecting Information

When meeting with the community and stakeholders to gather information for the management plan there are 10 key questions that need to be answered:

Example 2.
10 Questions to ask when gathering information for the plan
1. What is important about of the area (what are the values)?
2. Why are these values important?
3. What condition is the area and the values in?
4. What are the threats to the values and how are they being affected?
5. What do you want to achieve by protecting the area?
6. How can these outcomes be achieved?
7. What are the constraints to achieving these outcomes?
8. How does the community use the area now?
9. How does the community want to use the area into the future?
10. What activities shouldn't be permitted in the area and where?

The answers to these questions will form the basis of the management plan and provide the information to develop the objectives and management strategies for the area.

2. Who should be consulted?

The importance of undertaking widespread consultation when preparing a plan is recognized by the Government and is required by the Regulations¹³. The Regulations state that: *In the course of preparing a management plan, the Management Committee shall, as much as possible, consult with -*”

- customary owners and local communities affected by or having an interest in the protected area;
- community based and non-government organizations with experience in or engaging in similar biodiversity conservation initiatives;
- chiefs and other traditional leaders living within the vicinity of the protected area;
- development organizations and donor agencies with a focus on environmental conservation and protection; and
- the Director and any other relevant government agencies including provincial governments.

¹³ Protected Areas Regulations 2012 s 22(2)

In addition to the Director, staff within the Environment Division of the Ministry should be consulted at key stages of the process. This keeps the Ministry aware and informed of your project.

When preparing a consultation strategy ask the question, “Who has an interest in the area and who will be affected?” The answer to this question will identify whom to involve in the consultation process. The more inclusive the consultation is, the more likely the management objectives and actions will be understood and supported.

If there are local people working in the protected area, such as rangers and guides, they should be invited to contribute their knowledge and opinions and to comment on the plan. Staff from government departments or NGOs that have specialist skills, knowledge and experience should also be involved. This will ensure that the plan is developed using the best available information.

Each community will have individuals with substantial knowledge of the protected areas natural systems or cultural values. Make sure to involve those with special knowledge in the planning process. Appendix 3 in the guidelines *Checklist for Stakeholder Consultation* can be used as a guide when considering whom to involve in the consultation process.

3. When should the consultation take place?

There should be at least two stages in the plan preparation when the key stakeholders are consulted about the protected area and the plan. The first is at the beginning of the planning process when the 10 key questions need to be answered. The second is once the draft plan has been completed.

The community may decide that it wants to meet more regularly than this. The level of consultation can be decided at a local level based on local needs and the availability of resources. It is important to make sure that the community remains involved and supportive of the process and that influential people are kept informed and provided with opportunity to review and comment on the plan’s progress.

4. How to conduct the consultation?

There are a range of ways to consult with the community and stakeholders about the plan. The best way is to meet in person however this may not always be possible. Consultation may also be undertaken through telephone conversations, via letters or emails, using Skype (if this is available), or by the use of questionnaires.

For community meetings, consider what arrangements will help to make the meeting a success. The style of meeting should be designed to suit the audience and the targeted outcomes. For example, a meeting in a Honiara office with government staff and NGOs will be run differently to a village meeting.

For exchanging information, a workshop style meeting may be more effective than a large open meeting where people are less likely to voice their ideas and opinions. In some instances it may be beneficial to conduct meetings out in the protected area. This may make some participants more comfortable and encourage the exchange of information.

Example 3.
What to consider when organizing a meeting
- when is the best time to meet
- where is a suitable location central to those attending?
- is there a suitable venue?
- how will people get to the meeting?
- what is the best way to encourage participation and exchange of information?
- does the venue have power, lighting, tables and chairs?
- is there a suitable area for displaying maps and posters?
- who will organize food and refreshments?
- what will it cost?

Consideration should also be given to how to record the information from the meeting. What materials or equipment are needed? Is a white board or black board available? Will butchers paper and pens be needed? Is a voice recorder suitable? Who will take minutes?

Chiefs and other community leaders will be able to provide good advice on the most appropriate way to meet, share and record information.

If the planning timeframe is over a long period of time, updates through a notice or newsletter may be useful as a way of keeping the community informed, interested and aware that planning is still in progress.

NOTE: When developing a consultation strategy for a protected area on customary land make sure that the strategy reflects the traditional decision making processes for each village.

Given the wide range of interests in the protected area, a majority view may be achieved but total agreement will be unlikely in some situations. It is important in these situations to include village leaders to ensure that the management decisions are understood by the community, along with the reason for making them.

The strategy for alienated land will also involve the community however the decision making process will generally be different. In both cases the best approach for the particular situation will need to be considered.

2.3 Choosing the Category of Protected Area

The consultation process should also include discussion on which category of protected area applies to the area. Ask the questions:

- does the area meet the criteria for the protected area category being considered?¹⁴
- does the protected area category allow the activities the community wants to undertake in the area?
- do the management objectives and principles for the selected category align with the community's reasons for establishing the protecting area?

The protected area category should be agreed to before writing of the plan commences.

3.0 Developing the Management Plan

The information gathered through the review and analysis of existing material, and from talking with the community should provide the basis for developing the management plan. The process of developing the plan requires following five steps:

1. Identify what is important about the protected area (the natural, cultural, social, and economic values etc.), their level of significance and why you are looking to protect those values.
2. Determine what you are actually trying to achieve in the long term for the protected area (the vision and desired outcomes).
3. Identify what is impacting on the protected areas values (the 'threats') and what issues are likely to prevent achievement of the desired outcomes.
4. Identify and evaluate a range of management actions necessary to achieve the vision and desired outcomes.
5. Prioritize the management actions.

As well as following these five steps, a good plan will be built on all the available information, reflect any legal responsibilities and be consistent with local customs and rules.

3.1 Identifying the Values

A 'value' is something about the protected area that is considered important. 'Values' are a protected area's exceptional natural, cultural or historical features as well as the social and economic benefits and opportunities that they provide (such as recreation, science, education, ecotourism, and other business and livelihoods).

The values that you can't see and touch are equally important. These include things like the inspiration and sense of wellbeing an area provides, and its association with cultural identity through art, music, dance, traditions and knowledge.

¹⁴ Refer to the Protected Area Regulations 2012 Part 2 Classification of Protected Areas

A key reason for collecting information is to be able to determine what is important about an area, how significant these values are and what condition that they are in. An area may have only a few values or it may have many.

A value may be something that is important to local communities, or to visitors to the area (such as researchers or tourists). A feature that may not be recognized as significant by one group may have great importance to another.

Many values will have national and international significance and are of great interest to the wider scientific community. This is particularly so for endemic species (plants or animals that don't occur anywhere else), plants or animals that are threatened or migratory, or unique habitats or ecosystems (such as cloud forests or coral reefs). Planning should however prioritize the most important values for protection and management from the perspective of the local community.

Looking after an area's values is the purpose of creating a protected area and the basis upon which management decisions are made.

For management planning it is useful to place the values into categories. Standard value categories have been adopted for use in the protected area management plan and include:

- Landscape (e.g. *land and sea formations, water catchments, rivers, scenery*)
- Ecosystems and Habitats,
- Plants and Animals
- Cultural Heritage (*places, sites, objects, knowledge*)
- Historic Heritage (e.g. *European history, WWII sites and relics*)
- Recreation
- Science, Research and Education
- Economic (e.g. *ecotourism, other businesses and livelihoods*)

In the management plan values may be described under the broad categories listed above or, if there are only a few values, each value may be described under a specific heading. For example the value heading may be 'Coral Reefs', 'Marine Turtles', or 'Rainforests'. Headings are presented in the management plan template to guide the writing of the plan. More information on values is provided in Part C of the guidelines in Sections 9.3 and 11.

NOTE: Use the checklist in Appendix 4 (Checklist for Significant Values) to help identify what values are present in the area.

Why is the value Important?

Including a value in the management plan requires an explanation of why it is important. This is often referred to as a 'statement of significance'. The value may be significant because of its unique, rare, or threatened status, or it may be important for its cultural significance. The value may be an important resource used for housing, medicine, or ceremonies, it may be considered a special item or place by the local people, or it could be an iconic species such as the crocodile, frigate bird or Solomon eagle.

An area may support important habitat for animals and plants. It may contain the last area of unlogged rainforest in the region, an old village with important cultural sites, be a major breeding area for turtles, contain a major catchment for a village's water supply or have spectacular scenery. These are all reasons why a value may be considered important and need to be protected.

Condition of the value

The plan should include information on the condition of each key value – is it in good, fair, or poor condition? Is it improving, staying the same, or getting worse? The establishment of a system for determining the overall condition or health of the protected area and its values allows for a simple method of monitoring change. Being able to measure the health of the protected area and change over time is vital to understanding whether the management plan is working or not.

Example 4 A value rating system	
Very good	the key part of the value is very healthy and does not need too much work to be done to keep it very healthy
Good	the key part the value is healthy and may need some management to keep it healthy or make it very healthy
Fair	the key part of the value is not healthy and needs management to be done to make it healthy again. If no work is done it will get worse
Poor	the key part is unhealthy and if no work is done soon to make it better then it may never be healthy again.

The understanding of the health of each key part can be based on landowner's knowledge, the knowledge of project partners and the results of scientists who conducted research on the area. For some key values there may not be a lot of information so research will be required to gain a better understanding of their health¹⁵.

¹⁵ Adapted from Wunambal Gaambera Healthy Country Plan

3.2 Identifying the Threats

A threat is something that has a negative impact on the protected area. Threats may occur in or outside the protected area and may be affecting the area now or will in the foreseeable future. Threats can include global issues such as climate change, regional issues such as habitat loss, and local problems like pollution.

There may be a range of threatening processes impacting upon the values of the protected area including:

- population growth and settlement
- expansion of agriculture
- logging or mining roads, tracks and vehicular traffic, vessel traffic (shoreline wash)
- excessive hunting, fishing or removal of plants and other natural resources
- visitor use of areas
- unregulated access to cultural sites
- changes to waterways from dams, impoundments, diversions or other controls
- vegetation clearing or thinning
- weeds and pest animals
- pollution (sewage, garbage, shipping, industrial waste)
- natural disasters such as earthquakes, tsunamis, and severe weather
- climate change (sea level rise, more or less rain)

Threatening processes are caused by a number of factors and may be difficult to manage. Understanding why the threats are occurring is an important part of the planning process. The cause of the threats may include such things as:

- ▶ loss of traditional ecological knowledge and practices
- ▶ loss of customary decision making processes
- ▶ loss of access or rights to traditional areas
- ▶ poor understanding of the impacts of damaging activities
- ▶ poor government legislation and policy

When preparing the plan identify what the threats are, why they are occurring and what impact they are having on the key values of the protected area. A proper assessment of the threats contributes to a better understanding of the condition or health of each value and what the future trends may be.

Example 5.	
Questions to Help Assess the Threat	
-	how significant is the threat? (For example, is the threat likely to destroy, or cause serious, moderate or only slight damage to a particular value)
-	why is the threat occurring? (What is the underlying cause)
-	what is our ability/capacity to actually manage the threat?. (For example, cane toads are impossible to control without new technology)

Assess and prioritize the threats to the protected area using a ranking system.

Example 6 Threat Ranking System	
Very High	the threat has the potential or is likely to destroy or remove all or part of the value, if the current situation or rate of damage continues. If this happens then it may not be possible to make the value healthy again
High	the threat is likely to cause serious damage to all or part of the value, if the current situation or rate of damage continues. If this happens then it would be very expensive and difficult to make the target healthy
Medium	the threat is likely to cause moderate damage to all or part of the target, if the current situation or rate of damage continues. If this happens then it would take a reasonable effort and amount of money to make the target healthy.
Low	the threat is likely to cause a small amount of damage to all or part of the value, if the current situation or rate of damage continues. If this happens it would not cost too much money and would be relatively easy to make the value healthy.

The threat ranking system can be used to help determine which values are most at risk and what the management priorities should be. This can be done by looking at how the main threats affect each of the key values.

Example 7 demonstrates how the information on the threats and their impact on the values can be presented. The example shows; the level of impact that each threat has on a key values, the overall status of the threat, as well as the overall ‘at risk’ status for each value. This is a useful management tool and a simple and easy to understand way that the information can be presented in the plan and to the community.

Example 7						
Value	Clean water	Mangrove forests	Cultural places	Marine turtles	Tourism	Overall threat
Threat						
Logging	very high	Medium	very high	Medium	very high	VERY HIGH
Weeds	Low	Medium	Medium	Low	Medium	MEDIUM
Over harvesting	Low	very high	Low	very high	High	HIGH
Climate change	medium	very high	Low	very high	High	HIGH
Risk Status	MEDIUM	HIGH	MEDIUM	HIGH	HIGH	HIGH

3.3 Identifying Benefits and Opportunities

Protected areas can provide a range of benefits to local communities beyond the conservation of nature and culture. The protection of biodiversity and culture though important may not be reason enough to secure the long term support for the protected area or encourage compliance with any rules and regulations.

If a protected area is created and access to traditional resources is restricted with no clear benefit to the community, support for the protected area may be short lived. Identifying the social and economic benefits and opportunities of having a protected area and developing strategies for how they can be passed onto the community is an important step in the planning process.

Benefits and opportunities will differ for each protected area and will be determined by the category of reserve and the specific objectives for the area. The management plan template sets out five headings under which benefits and opportunities can be addressed:

- Ecotourism
- Business and Livelihoods
- Partnerships
- Learning and Training
- Community Participation and Awareness

The development of ecotourism, and ecologically sustainable business and livelihood projects provide opportunity for communities to receive a direct financial benefit from conservation. When successful these enterprises have proven to be important incentives for local communities to establish and maintain protected areas.

The development of partnerships can be an equally important opportunity and incentive. Individuals and organizations are often willing to pay for the conservation of special natural areas without ever intending to visit the area or use its resources in any specific way. Instead, people derive satisfaction merely from the knowledge that the area and the services and species its supports, continues to exist. Much of the donor and international assistance provided for conservation in the Solomon Islands is motivated by these existence values.

Capturing existence values, in addition to ecotourism, is likely to be the most significant element in improving the financial sustainability of protected areas¹⁶.

Ecotourism

The protected area may provide opportunities to develop ecotourism. Ecotourism is based on the conservation of the environment and on improving the well being of the local people. It has an emphasis on enriching personal experiences and environmental awareness through interpretation, and promoting greater understanding and appreciation for nature, local communities and their culture.

The decision to develop ecotourism activities will be guided by the purpose and management objectives for the protected area. National Parks, Natural Monuments and Natural Resource Areas (including marine parks declared under one of these categories) can be promoted as ecotourism destinations.

Protected areas, particularly national parks and marine parks, are target destinations for tourists. Good marketing, combined with providing quality nature and culture based visitor experiences, can help in establishing successful ecotourism businesses that can deliver benefits at a local, regional and national level.

At a local level, the supply of goods and services for tourists can provide opportunity and benefits across the community. Income from providing such things as transport and fuel, fresh food, arts and crafts, cleaning, cooking, maintenance services, as well as guiding visitor activities can help support many people in a village.

The economic benefits of ecotourism can provide a strong incentive to protect the natural and cultural values of an area. The success of any ecotourism business though will be dependent upon good planning. There is a range of questions that should be considered at the planning stage:

¹⁶ Refer to *Economic Values of Protected Areas: Guidelines for Protected Area Managers*. IUCN for detail on identifying and managing the economic values of protected areas.

Example 8.
Question when planning for ecotourism in protected areas
- do tourists know about the protected area and its attractions?
- is there easy access / transport to the protected area?
- what activities are available?
- do any of the activities pose a risk to visitor safety?
- what safeguard measures need to be implemented?
- are there trained guides to lead activities?
- how many visitors can be managed at one time?
- what impact will visitors have on the area and the community?
- is there suitable infrastructure and equipment (walking tracks, camping area)?
- is accommodation available?
- who will manage accommodation and tour bookings?
- is there reliable communication (internet, phone, radio)?
- who will plan, develop and coordinate the ecotourism activities?
- will outside tour operators be involved and how will this work?
- how will information be made available?
- who will be responsible for marketing and promotion
- what will it cost to set up and maintain the business?
- how will the start up be funded?
- what are the fees and charges for activities?
- how will the benefits and costs be shared?
- who will be involved and what will they do?

This is not a complete list of considerations but it highlights the need for ecotourism activities to be carefully planned so that the range of management issues can be thought through. Conducting a feasibility study or developing an ecotourism business plan is a worthwhile step. NGOs and other organizations are available to assist in this process. The development of a business plan may be a stated action in the management plan.

When planning for ecotourism it will be useful to involve other protected area managers and local tourism operators to exchange knowledge, ideas and experiences.

Business and livelihoods

The protected area may contain resources that can support sustainable business and livelihood projects. Planning for the protected area should consider the establishment of business and livelihood activities that enable the community to derive a benefit from the protected area without compromising its overall conservation objectives. Developing businesses that rely on the protected area and provide a regular income will ease the pressure on the community to undertake damaging and unsustainable activities such as logging and mining.

During the planning stage ask, ‘what goods and services can be sustainably harvested from the protected area? What products can the community produce? Is there a market?’ Does the community have the resources to set up the business?

Example 9.
Business and livelihood projects associated with protected areas
- harvesting of non-timber products (such as fruits, honey, nuts and medicinal plants)
- supply of wood and other materials for arts and crafts
- supply of building materials (such as sago palm for thatching)
- seed collection and nurseries (ornamental plants)
- aquaculture (coral, giant clams, seaweed)
- water supply
- fishing and other marine products

If developed well, businesses have the potential to generate income and enable a measure of economic self-sufficiency for the community and the protected area management committee. Business and livelihood projects also provide benefits from the use and strengthening of traditional knowledge and skills, building community capacity for natural resource management, and creating local jobs.

In addition to small business projects the protected area may provide opportunity to generate income through global markets for ecosystem services such as carbon storage schemes and biodiversity conservation. The emerging forest carbon markets may mean that a forest is more valuable left standing than if it is cleared or logged.

Bio-prospecting, the discovery and marketing of new biological based products, is another market opportunity that may be suitable and provide a financial benefit to communities. The Regulations provide guidelines on biological prospecting and research¹⁷

¹⁷ Protected Area Regulations 2012 Part 7

Businesses and livelihoods activities must be consistent with purpose and objectives of the protected area and comply with the regulations for protected areas. If possible feasibility studies or business plans should be developed for any significant proposals to assess their viability and to assist when applying for funding.

Partnerships

Conservation costs money and takes collective effort. Communities will for the most part rely on the financial and in-kind support of partners to achieve the objectives for the protected area.

Having a protected area provides opportunity to develop partnerships with a range of organizations or individuals with an interest in conservation. Partnerships generally require entering into a contract or formal agreement and are established with the expectation that the benefits flow both ways.

The community or landowner may enter into a partnership to:

- raise funds to look after the protected area
- share information, expertise and resources
- develop and implement conservation and community projects
- promote the protected area

The partners' reasons for entering into the partnership should also be considered. This is to ensure that their expectations are realistic and compatible with the community's values and the management objectives for the protected area.

Many partner organizations will be interested in the conservation of biodiversity and environmental services both for the benefit of the local communities and wider good. The protected area may contain values that are of national or global interest and of benefit to protect. If this is the case it will attract partners willing to provide finances and other resources to protect these values.

Potential partners may be interested in providing finance for biodiversity conservation, carbon storage, habitat for endangered species and migratory species, replenishing fish stock for traditional and commercial fisheries, mitigation of natural disasters and impacts related to climate change.

Partnerships may be developed with government, NGOs, business, private foundations, professional associations, other protected area communities, or neighboring landowners.

There are many examples of successful partnerships between communities and organizations working on conservation projects in the Solomon Islands. The Nature Conservancy, MacArthur Foundation, Live and Learn, Natural Resource Development Foundation, World Wildlife Fund, Solomon Islands Community Conservation Partnership, American Museum of Natural History and Queensland University, to name a few, have all developed lasting partnerships with communities to support and promote local and international conservation objectives.

There is a range of funding opportunities available for managing protected areas and the above listed organizations will be able to provide assistance in identifying suitable donor and partnership opportunities.

When developing management strategies consider what measures can be taken to market and promote the area to potential partners. Having a good understanding of the regional and international significance of the protected area will help when approaching partners. Strategies for developing effective conservation partnerships should be a key element of the plan.

Learning and Training

Establishing a protected area opens the door to a wide range of learning and training opportunities. These opportunities can be directed at developing the knowledge, skills and experience of those working in the protected area as well as the wider community.

Learning and training is often referred to as capacity building or capacity development. Capacity development is a priority area for most aid and conservation partner organizations. In developing the plan consider what learning and learning opportunities may be available as well what training is needed to successfully manage the protected area.

Community Participation and Awareness

The success of the protected area will depend upon having the support of the community and other key stakeholders. Two key steps towards achieving this support are through community participation in management activities and by raising awareness of the protected area and its benefits. The plan should identify how the community can be involved and include strategies for promoting the values and benefits of the protected area.

3.4 Developing Management Objectives

The management objectives stated in the plan identify the long-term vision for the protected area. Each category of protected area has broad management objectives and principles. These are defined in the Act and Regulations and are set out in Appendix I of the guidelines.

In addition to these broad management objectives and principles each protected area will have specific management objectives. These objectives will be based on the landowner's reasons for creating the protected area. A specific management objective for a protected area may be:

- *the protection and recovery of all marine habitats and species*
or be even more specific:
- *the protection and recovery of leatherback turtles.*

Management Principles

When developing the management objectives for the plan they must be consistent with *Management and Administrative Principles* set out in Part 6 of the Regulations. Part 6 covers the issue of sustainability as well as the principles to be applied when making decisions on the management of the protected area.

Ecologically Sustainable Use

The Regulations state that all, '*decisions, activities, plans, policies and strategies to be made or implemented **must** take into account the overriding need for ecologically sustainable use of the natural ecosystems and resources of a protected area*'.¹⁸

Ecologically sustainable use means that communities that depend on protected areas can continue to use those areas in a way that:

- looks after the special natural and cultural values; and,
- ensures those values are there for future generations to use and enjoy.

Guiding Principles in Decision Making

The Regulations set out the Guiding Principles in Decision Making. They are:

- the precautionary approach should be applied where there is threat of serious or irreversible environmental harm even in the absence of full scientific certainty or evidence;*
- best alternatives and incentive mechanisms are in place to maintain motivation and support of local communities;*
- decision-making processes and outcomes should be based on a combination or integration of both short-term and long-term economic, social, equitable and environmental considerations;*
- the biodiversity and ecosystems of a protected area should be conserved managed and protected as an integrated ecological unit;*
- decision making processes should be transparent and accessible to members of dependent local communities and customary owners; and*
- the principle of inter-generational equity should be applied to ensure the diversity health and productivity of natural ecosystems and resources is, to the best possible extent, maintained or enhanced for the benefit of future generations.*

The Regulations state that, '*to the best possible extent, all management decisions must be made in conformity with the above prescribed principles*'.¹⁹

Part C, Section 10.3 of the guidelines provides further information on developing specific management objectives for the plan.

¹⁸ *Protected Areas Regulations 2012 s 31*

¹⁹ *Protected Areas Regulations 2012 s 32*

3.5 Developing Desired Outcomes and Management Actions

The desired outcomes and management actions are the key part of the plan. They set out what is trying to be achieved and how this will be done. Each value identified in the plan will have attached to it a set of desired outcomes and actions.

The plan should show a clear and obvious relationship between the objectives for the protected area, its key values, the desired outcomes, and the management actions. Where there are threats and other management issues that may affect outcomes, the link between the value, threat, desired outcomes and actions should be clear.

Knowing the condition of the value, the level of impact a threat is having, and the cause of the threat will enable good decision-making when it comes to developing management actions and determining their priority. To help identify the links between each of these elements and to determine what action is necessary a simple process can be followed. This is shown in Example 10.

The desired outcomes and actions need to be consistent with the management principles set out in the Act and Regulations. They should be consistent with the standards set for *ecologically sustainable use* as well as the *six guiding principles in decision making*.

It is important that the desired outcomes and management actions for the protected area are developed in consultation with the community and stakeholders. This will encourage support for the plan and encourage compliance with any rules and regulations.

Looking at Example 10 - the information is not generally presented this way in the plan, however, it can be a good way to present it to communities to help explain the steps in the decision making process and why a particular action was decided upon.

Example 10	
Key Value	mangrove forests
Condition	poor (getting worse)
Threat	Clearing of mangrove forests
Impact	Very high
Cause of threat	Village needs timber for firewood
Underlying cause	no other local timber / or alternative fuel
Desired Outcome	All mangrove forests are in good health or improving with no further damage
Actions	<i>urgent (high priority)</i> <ul style="list-style-type: none"> · (find / develop alternative fuel supply) · educate the community

Term of the Plan

The Regulations do not specify how long a plan is valid for but do say that once declared a protected area will remain in place for 10 years before it can be revoked:

- *Notwithstanding any other provisions of these Regulations, no application for voluntary revocation of declaration shall be made to nor approved by the Minister within ten (10) years of an area being declared and registered as a protected area.²⁰*

Based on this and standard practice the plan should be developed with a 10 year time frame however each protected area will present different circumstances. There is no requirement to prescribe the term of the plan and not doing so may be preferred. If a ten-year planning cycle is adopted then the outcomes and actions can be developed and prioritized with this time frame in mind.

More information on developing desired outcomes and management actions is provided in Part C Section 11 of the guidelines.

3.6 Zoning Schemes

The management objectives for the protected area will determine whether it can be managed as a single area, or whether a zoning system should be used. A zoning system is where the protected area is divided into sections (zones), with each zone having different management rules or regulations.

Zoning schemes are most applicable to resource management areas and are commonly associated with marine parks. An example of zoning in an MPA is where fishing is permitted in one part of the protected area but not in another.

The Regulations set out the information that is required to be provided in a management plan where zones apply:²¹

- a) *The zoning of a protected area with description of activities that may be carried out in different parts or sections of the area, including fishery activities for marine protected areas.*
- b) *Activities that are prohibited within a protected area or specific zones of the area, including the identification of any development (industrial, commercial or otherwise) that might directly or indirectly affect the protected area.*

A protected area may be subdivided into zones to achieve a range of management objectives including:²²

- to protect flora and fauna species with high conservation value;

²⁰ Protected Areas Regulations 2012 s 21(4)

²¹ Protected Areas Regulations 2012 s 23(1)

²² Protected Areas Regulations 2012 s 26

- to manage and coordinate competing use of natural resources by dependent local communities or customary owners;
- to have traditional and non-traditional management practices occurring simultaneously;
- to provide a way to restock or regenerate depleted or threatened species or biodiversity; and/or,
- to better regulate and coordinate ecotourism, scientific, recreation, education, research and cultural activities.

In its simplest form the zoning plan will include:

- a description of the zone boundaries (a zone map will be required);
- a list of activities allowed or prohibited in each zone; and
- identification of any threats to the protected area.

The management objectives for each zone need to be consistent with the purpose and principles set out for the category of protected area. For example a nature reserve can't be divided into zones that permit harvesting of resources or tourist accommodation. These activities are prohibited in nature reserves.

Each protected area can only be assigned one category. For example it can't be divided into zones where one zone is a nature reserve, and another a national park.

Depending on its size and complexity the zoning plan can be included in the management plan, or presented separately. If presented separately the zoning scheme must be summarized within the management plan with a clear description of the specific conditions applying to each zone.

For protected areas with a zoning scheme, the zoning plan is the lead document and will establish the decision-making framework for the management plan. For this reason it should be prepared prior to the management plan.

The functions of zones are comprehensively described in the *IUCN's Guidelines for Marine Protected Areas 1999 and Guidelines for Management Planning of Protected Areas 2003*. Refer to these documents if further guidance on zoning is needed.

3.7 Making the Rules and Regulations

A key part of developing the management plan is determining the rules and regulations that will apply to the protected area. These may be based on local rules and custom as well as the prohibitions set out in the Act and Regulations.

The Regulations list activities that are prohibited in all protected areas. These are referred to as General Prohibitions and include logging, mining, trawl fishing and dredging. The General Prohibitions are listed

in the management plan template. These activities cannot be authorized by the management committee or the management plan except for limited non-commercial purposes. This may include allowing the harvesting of timber for housing, canoe making or woodcarving.

The Regulations also lists Restricted Activities. These are activities that are prohibited unless authorized by the management committee or the management plan (refer to the management plan template for the list of restricted activities). The management committee can also make proposals to the Minister to create other regulations to assist with the management of the area.

It is important that community resistance to regulations is minimized. The management committee should not prohibit or restrict an activity unless it is absolutely necessary in order to meet the objectives for the protected area. If the community is involved in defining the restrictive uses and agrees to them, the regulations will generally be supported and complied with. This also serves to encourage self-regulation.

If the management committee chooses to authorize one of the restricted activities listed in the Regulations it should be stated in the plan together with any conditions that apply. For example:

- *Hunting of pigs in the protected area will be permitted at all times.*

The community, through the management committee, may choose not to authorize any restricted activities in the plan and instead deal with exemptions on a case-by-case basis. This would mean authorizing temporary exemptions as the need arises or upon request. This approach however may lead to confusion, be administratively difficult and less transparent.

Over time as more knowledge about the protected area is gathered and community acceptance and compliance with the regulations is assessed, there may be a need to review and revise the list of restricted activities. This will help to ensure continued community support and that the necessary regulations are in place to achieve the management objectives and outcomes.

Enforcement

Breaching the Act and or the Regulations is a criminal offence and for some offences the financial penalties are severe. To enforce the Regulations the management committee may appoint suitably qualified or trained persons as Rangers. The Rangers need to be over 18 and be a member of the local community or tribe or working for the NGO managing the area.

A Ranger, with written approval of the Minister, may be appointed as an Inspector with power to issue infringement notices. How a management committee will enforce the regulations should be considered and detail included in the plan. The enforcement powers that may be assigned to a Ranger are set out in Section 66 of the Regulations.

The Protected Area Regulations also provide directions on a range of management operations, such as Biological Prospecting and Research (Part 7), Special Provisions Relating to Marine Protected Areas (Part 9), General Prohibitions (Part 11), and Enforcement (Part 12).

When planning and developing regulation and enforcement procedures for the protected area, advice can be obtained from the Landowners Advocacy and Legal Support Unit (LASLU) within the Public Solicitors Office.

3.8 Monitoring, Evaluation, Reporting and Review

Once the protected area has been declared and the management plan is in operation it is important that there are procedures in place to monitor and evaluate the plans progress and the health of the environment.

A monitoring and evaluation program should include strategies to answer the following questions:

- what has been done?
(are the management actions being implemented?)
- how have things changed?
(are the values staying healthy or getting healthier? are the threats being reduced, staying the same or getting worse?)
- have the management actions been effective?
(are the actions achieving the desired outcomes and are they meeting the general and specific management objectives for the protected area?)
- is there a need to change the management actions to more effectively achieve the outcomes and objectives?
- is the community involved and supportive?

How this information will be collected, evaluated and then reported should be described in the plan to provide guidance to those involved in looking after the protected area.

Monitoring Program

It isn't possible to monitor everything in the protected area. The monitoring program should focus on the things that are the most important to know about and will give the most valuable information about changes.

Monitoring requires choosing a simple set of "indicators" that can be measured to see whether objectives and outcomes are being achieved. An indicator may be the number fish species on a reef, the level of pollution in a river, or the number of visitors to the protected area.

Measuring the social and economic changes that occur as a result of the protected area is also important. Indicators for measuring social and economic change may include:

- number of businesses and livelihood projects
- jobs created
- income generated
- level of funding received
- number of partnerships
- training provided
- participants in scholarship programs
- level of community involvement, awareness and satisfaction

Example II
Indicators used for monitoring protected areas
- the amount of viable habitat
- species diversity
- species abundance and distribution
- significant species distribution and abundance (endemic, rare, threatened)
- availability of animals and plants to hunt or collect
- water quality
- pollution levels
- number of damaged cultural sites
- amount of cultural knowledge recorded, maintained and passed on
- amount of traditional ecological knowledge being maintained and passed on
- number of visitors
- visitor satisfaction
- extent of research
- infrastructure and equipment provided

An effective monitoring and evaluation program will be based on:

- selecting a simple set of indicators to measure
- having good baseline data on the health (condition) of the indicators
- choosing effective ways to collect information about the indicators
- involving the community in monitoring programs
- measuring trends over time - repeating the same measurements
- showing the links between actions and changes to the indicators
- using the results from monitoring to change what you do and improve the management of protected areas

Example 12
Monitoring techniques for protected areas
- observation based on traditional knowledge
- conducting plant and animal surveys
- combining observations and scientific field work
- conducting visitor and community surveys

The aim of the monitoring program must be realistic and achievable. There is no point in designing a monitoring program that will not be able to be implemented due to a lack of resources or expertise.

Monitoring should show the relationship between management actions and change. For example, a count of fish before and after closing a section of reef to fishing can indicate if this is an effective management action to improve fish stocks.

Being able to show the links between actions and outcomes can help to explain the benefits of particular actions and if needed, justify the management approach.

A range of techniques for measuring environmental, social and economic indicators exist and NGOs such as the WWF, TNC and Live and Learn may be able to help with planning the best approach for a particular area.

Monitoring and evaluation provides opportunity to learn about the protected area and adapt management to improve outcomes. It is an important part of any management plan.

Reporting

Providing regular reports on management activities to the community, government, funding agencies and other stakeholders helps demonstrate professionalism, strengthens ties, and builds confidence in the management committee. Reporting can help generate support and raise awareness of the protected area.

The Regulations require the management committee to provide the Director with an Annual Report²³. The results from the monitoring program and information on the implementation of the management plan can provide the basis for this reporting.

Reporting should focus on; what actions have been carried out, what has been achieved, the benefits and opportunities to the community, and how management has adapted to any changes. Reporting formats that show trends over time are most useful.

Include information in reports on how the protected has helped to achieve national goals, such as protecting biodiversity, developing capacity in local communities, establishing sustainable businesses in remote communities and growing tourism.

²³ Protected Areas Regulations 2012 s 28(2)

Review of the Plan

The management committee is required by the Regulations to consult with the Director and stakeholders if major changes to the plan are needed once it has been approved. The review of the plan may be prompted by constraints or difficulties encountered in meeting the conservation objectives. Unforeseen circumstances that have a major impact upon the protected area, such as natural disasters or changes in adjoining land use, may be cause for a major review of the plan.

If the management plan is revised and major changes made, then the new plan is required to be provided to all relevant stakeholders and filed with the Director within 30 days²⁴.

3.9 Is the Plan Ready?

The management plan is a working document for the managers of the protected area. It explains to the management committee, protected area workers, researchers, the community and other stakeholders how an area will be looked after. For these reasons it is important to make sure that the plan contains the necessary information.

While writing and reviewing the draft plan, the following checks should be made to ensure the plan is an effective working document:

- will the plan be easy to use - is it clearly written and logically arranged, with sub-headings to help in finding the appropriate topic?
- does it provide a clear and easily understood basis for managing the area?
- is there sufficient description and analysis of the protected areas natural and cultural values and threats in order for the management committee, any present or future staff, and the community to understand what needs to be protected and the reasons for a particular management action?
- have all issues been covered and does the plan resolve conflicts and priorities between issues?
- is there sufficient flexibility to allow management to adapt to changes in conditions, knowledge and skills?

Consideration must also be given as to whether or not the plan is practical to implement. Are there people to do the work? Is there funding? If costs are ignored, the plan can become a “wish list” and the value of the plan along with the credibility of the management committee will be affected.

If something needs to be done that is beyond current resources, it should not be ignored or deleted from the plan. Instead the need for additional resources to implement the action and the reasons why the action is essential must be identified in the plan. Funding for these actions can be sought from potential donors or perhaps the government. A good plan can be a useful supporting document when applying for funding.

²⁴ *Protected Areas Regulation 2012 s 24*

Before providing the draft plan for review it is important to make sure that the list of actions is up-to-date and that the required information is in plan. Make sure that the plan is free of jargon and it can be clearly understood? Check that the spelling, the page numbering and that the table contents list is correct. If references were used make sure they are listed correctly.

NOTE: Appendix 7 - Information Checklist for a Protected Area Management Plan. Work through the checklist to see if the full range of topics associated with protected area planning have been considered. Not every topic in the checklist must be addressed in the plan. Only include the topics that are relevant to the protected area.

All checklists used in the preparation of the plan should be printed out, completed and kept on file so that they can be referred to if any questions arise regarding the planning process.

3.10 The Draft Management Plan

When completed the draft management plan should be provided to the community, other stakeholders, and the Director, with an invitation to provide feedback. This provides a final opportunity for those with an interest in the protected area to comment on the plan.

The plan may be printed and distributed as a hard copy or saved as a PDF file and sent by email. A closing date for receiving feedback should be given so that the plan can be finalized without unnecessary delay.

For the local community, holding a meeting to go through the draft plan is a good approach. Resources should be set aside for this purpose. If resources are available consider preparing a summary plan in poster format for this meeting.

Once the feedback on the draft plan has been received, any necessary amendments to the plan can be made. The plan can then be finalized and attached to the protected area application. If the Minister approves the application, the management plan is adopted and becomes the lead document for managing the protected area.

4.0 The Management Plan Format

The plan template included with the guidelines is a standard format, A4 document in black and white. This is a simple format suitable for presenting the information that should be included in a plan. It is the

style of management plan commonly used for protected areas and is the format that should be used for the management plan that is attached to the protected area application.

However the template provided is not the only way that the plan can be presented. The preparation of a larger format (A3 landscape style), with photos, local artwork, and drawings may be an option if time and resources are available. This type of format can be distinctive, reflect local culture and help to create a greater sense of connection and community ownership of the plan.

Whatever format is used, it is important to prepare a plan that contains the necessary information, and is easy to follow and read. The terms used should be readily understandable to most people. The text should be clear, concise and accurate, there should be a logical order and grouping of topics. Try and avoid repetition or inconsistency.

The management plan must be relevant and meaningful to those it is written for. For that reason not all plans will look the same. Before writing the plan look at examples of recently completed management plans. These will show how other communities have prepared plans and may help provide ideas and guidance. Examples of management plans may be available from the Ministry of Environment or NGOs involved with protected areas.

Poster Plan

If resources are available consider the preparation of a summary plan in poster format. A poster size plan (A0 or A1) showing the values, threats, actions, regulations and benefits of the protected area can be a very effective way of presenting the information to the community. A poster plan can be informative, colorful and attract attention.

If taking this approach consider the use of photos, artworks, maps, drawings, and text and quotes in local language. Text should be presented in concise points, with detailed text presented in blocks. The wording should be simple and easy to understand with no jargon.

A poster plan will take time and skill to create however it is a much more effective way to present the information to the community than a standard format document²⁵.

4.1 Using a Management Plan Template

A template for a protected area management plan is included in Part D of the guidelines. The management plan template contains headings and prompts to assist with writing the plan.

The use of a template is consistent with the provisions of the Protected Areas Regulations which state that:

²⁵ Refer to *Our Country Our Way: Guidelines for Australian Indigenous Protected Area Management Plans 2011*, for examples of plan formats including poster plans <http://www.environment.gov.au/indigenous/ipa/toolkit/pubs/guidelines-mono.pdf>

“the Director may, where necessary, issue a standard format to be followed in the preparation and presentation of a management plan...”.

The information that is required to be in the management plan is set out in the Regulations. The Regulations say that unless ‘irrelevant or inapplicable’ to a particular protected area, the contents of a management plan are to cover:²⁶

- *threats to the protected area*
- *management of biodiversity*
- *conservation management objectives and outcomes*
- *strategies for managing natural disasters*
- *use of management zones*
- *use of traditional management practices*
- *community economic development*
- *research and monitoring*
- *community awareness programs*
- *training and capacity building for protected area staff, customary owners and local communities*
- *prohibited activities, rules and penalties*
- *procedures for the enforcement of regulations*

The template includes headings and prompts for this information. Appendix 6 of the guidelines lists the sections headings in the template under which this information should be presented. The section headings included in the template and the order in which they are presented should be used when writing the management plan.

The plan content is discussed section by section in Part C of the guidelines. Some sections in the template include ‘standard’ text to assist with the writing of the plan. The standard text is a guide only and may be used, modified or deleted from the template if it does not apply to the protected area.

Specifications for the layout and style, such as font type and size, page layout and line spacing are detailed in Appendix 7 of the guidelines. The specifications are presented as a guide only and planners may choose to use different formatting.

²⁶ *Protected Areas Regulations 2012 s 23*

Part C. Writing the Plan

1.0 The Template

A Protected Area Management Plan template has been developed to guide the preparation of plans. The template has been designed to be simple and logical. This part of the guidelines works through each section of the template and explains what information should be included in the plan. The template Table of Contents is shown on page 35.

The term 'protected area' as used in the guidelines refers to any category of protected area. The term 'landscape' is used to refer to natural features on the land and in the sea.

2.0 Cover and Title Page

The cover of the plan should:

- show the name of the protected area and its protected area category, e.g. 'Tetepare Island National Park'. If the area is a marine parks e.g. 'Arnavon Community Marine Protected Area' - the category it falls under must be detailed in Section 2 of the plan;
- identify the document as either a **DRAFT PLAN OF MANAGEMENT** or a **PLAN OF MANAGEMENT**;
- identify the name of the management committee responsible for implementing the plan; and
- it may include a photo depicting a feature of the area.

The first page of the plan template after the cover is the Title page and should include the name of the protected area along with the month and year of publication (e.g. May 2013)

3.0 Vision Statement

The management committee may choose to include a Vision Statement at the beginning of the plan under the heading 'Vision'. This will follow the Title page. A vision statement is the answer to the questions, "what are our goals? What do we want to achieve?"

When creating a vision statement the management committee is describing the hopes and aspirations for the protected area, the community and other stakeholders. It serves to inspire and remind the management committee and others of what is trying to be accomplished.

4.0 Foreword

A Foreword to the plan is optional. The foreword is a short piece of writing typically prepared by someone other than the main author of the plan. It often tells of some association between the author and the protected area. This may be a Minister, Chief, village elder, researcher or other person with a strong connection to the area. If written by a local community member the statement may be presented in language and translated into English.

Examples of forewords in other documents can be looked at for ideas on the type of information presented.

Use of Local Language

To strengthen community ownership and cultural knowledge, sections of the plan may be written in local language and translated to English. The Vision Statement and Foreword are ideal for this. Local language should be included throughout the plan for description of key landscape features, place names, plant and animal species and cultural sites.

5.0 Acknowledgments

The Acknowledgments page identifies who was involved in the preparation of the plan. This should include staff, consultants, NGOs or others who have had a major role in the development of the plan. If photographs are used, the photographer should also be acknowledged. An address for obtaining additional information about the protected area should also be provided on this page.

Once the area has been declared 'Protected' and the management plan approved the following paragraph should be inserted above the acknowledgment: "This Management Plan was approved by the Minister < and insert date > ."

6.0 Table of Contents

The Table of Contents lists the order of topics as they appear in the management plan template. It provides an easy reference to the information contained in the plan (refer to the Table of Contents on Page 35).

The sections contained within each plan may vary according to the category of the protected area and the range of values and issues. A management plan for a small Nature Reserve may have different content to a plan for a large Resource Management Area.

When writing the plan, only include topics that are relevant to the protected area. Headings that are not relevant to the plan should be deleted. For example the Section, Managing Our Area in Zones is deleted if there is no zoning scheme within the protected area.

The headings used in the template are based on plans for customary lands. The word 'Our' has been used in the headings to emphasize community ownership and management.

The use of the word 'Our' in the section headings may be changed in management plans for alienated or private leasehold areas. For example 'The Story of Our Plan' may be changed to 'The Story of the Plan'; 'Our Plants and Animals' changed to 'Plants and Animals' or 'Our Culture' to 'Cultural Heritage'.

The section heading, 'The Story of Our Land and Sea' should be used for protected areas that cover both an area of land and sea. For protected areas that cover only one or the other, the reference to either 'land' or 'sea' may be deleted. For example, 'The Story of Our Land' or 'The Story of Our Sea'.

NOTE: The table of contents presented in the template is to be used as a guide and should be amended to reflect the particular situation for each protected area.

Example 13

Table of contents for the protected area management plan template

Table of Contents

Our Vision

Foreword

Acknowledgments

Table of Contents

Map(s)

The Story of Our Plan

The Story of Our Land and Sea

Location, Features and Context

How We Use Our Land and Sea

Why Our Protected Area is Important

Threats to Our Area

Looking After Our Protected Area

The Law and Policy

Our Protected Area Category

Management Objectives for Our Area

Administration of Our Protected Area

Protecting Our Values and Achieving Our Vision

Our Landscape Ecosystems and Habitats Our Plants and Animals Our Culture

Historic Heritage

Recreation

Science, Research and Education

Benefits and Opportunities

Ecotourism

Business and Livelihoods

Partnerships

Learning and Training

Community Participation and Awareness

Managing Our Area in Zones

Our Rules and Regulations

Our Action Plan

Monitoring, Evaluation and Reporting

[References](#)

[Glossary](#)

[Appendices](#)

7.0 Maps of the Protected Area

The minimum mapping that the management plan needs to include is:

- a summary map of the area showing the protected area boundary, major geographical features (rivers, ranges, reefs), nearby villages, access routes, tracks, facilities, key visitor areas;
- a map showing the location of the protected area within the Solomon Islands;
- (may be an inset to the Summary Map or a separate map); and
- a zone map (if a zoning scheme applies) showing the defined management zones (e.g. marine sanctuary area, seasonally closed area or resource use zone).

The maps should show all places and features referred to in the plan text except where this could lead to damage, such as cultural sites.

A standard for all maps is a north point (arrow showing the direction of north), map scale and a map key or legend (the legend explains any symbols used to identify features). The map should also show the date it was prepared.

Maps may be hand drawn, based on existing topographic maps or compiled and printed using GIS software. Topographic detail is not generally required unless it is essential for descriptive purposes.

The main map for the plan can be either A3 size (inserted in the center of the plan if book style), or as A4 size for simpler plans (presented at the start of the plan after the Acknowledgements).

Additional maps may be useful in some plans if they assist in conveying the management intentions for the area, for example:

- a more detailed plan of one or more parts of the area;
- a map showing land tenure (ownership) and jurisdiction;
- maps of natural resources, e.g. vegetation types, or resource use;
- a seabed bathymetry plan for marine parks;
- a map of an existing or proposed development area; and
- diagrams of historic items or cultural sites if the plan includes details of how these features will be managed.

8.0 The Story of Our Plan (Introduction)

This is the introductory section of the plan. It should tell a short story of how the protected area came to be. Include information on:

- who the area belongs to (this may include information on any relevant lease holders);
- the tribes connected to the land and their history;
- who the paramount decision maker(s) are i.e. Chiefs; and
- when planning for the protected area started; where and when consultation took place and who was involved.

This section should also say how long the strategies in the plan have been intended for (e.g. five years, 10 years) before a new plan will be due.

9.0 The Story of Our Land and Sea (Description of the Area)

This section sets the context of the plan. It describes the location of the protected area and its key features, how the area is used, why it is important, and the threats. This is a brief overview with the detail provided in later sections.

9.1 Location, Features and Context

The plan starts with a **brief** description of the protected area's location and features.

Include information on:

Location

- location (include latitude and longitude, which Province)
- area (size in hectares)
- when the area was set aside for conservation (this is relevant for existing conservation areas e.g. Tetepare Island conservation area or Arnavon MPA)
- location of towns, villages and settlements in the area
- access routes to the protected area (tracks, roads (if any), ports (landings), airports - how do you get there from Honiara?)

Features

Provide a **brief** description of the physical, biological, cultural and historical features of the protected area. This may be two or three sentences for each feature. Include information on:

- climate (type of climate, rainfall, significant weather patterns)
- landscape (geology, water catchment, marine environment)
- biodiversity (ecosystems, habitats, plants and animals)
- cultural features (significant places, sites and objects)
- historic heritage (significant European history, presence of historical sites or objects such as submerged wrecks, WWII relics etc.)

Remember that this is an introduction to the protected area and its key features not a detailed description. For example the information on biodiversity may state:

“the area contains a diversity of habitats that support a wide range of plant and animal species. This includes a number of species found nowhere else in the Solomon Islands or the world.”

This is adequate information for the introduction. Detail on the key features is provided in the following sections of the plan.

Marine Parks

The description of a marine area may contain some more specific information. This may include information on:

- coastal landforms (nearby land forms should be described, together with islands and underwater formations);
- bathymetry (if available a map showing isobaths may be useful. The depth of water can provide important insight into the dynamics of the marine system. Major trenches, canyons and shallows should be described);
- tides (a description of the tidal regime, currents and other water movements associated with phases of the tidal cycle);
- water quality, including salinity, turbidity, pollution levels and other important parameters (including seasonal variations);
- dominant currents (a description of wind-driven, tidal and residual currents, on a seasonal basis)
- freshwater inputs (major river and estuarine areas);
- sea temperature (surface and at given depth if available); and/or
- winds (seasonal wind patterns and a description of any unusual feature of the local winds).

Some of the information listed above may not be available for an area. This is not an issue. Only include the information that is relevant to the area.

Regional Context

Describe the protected area in a regional context:

- does it contain features that make it locally, regionally or internationally important?
- is it the only protected area in the region or are there others? What is the relationship between it and other protected areas? (is the protected area part of a coordinated reserve system? Is it part of an important bio-region - such as the Coral Triangle)?

9.2 How We Use Our Land and Sea (Sea /Landuse)

Provide a **brief** description on how the area is being used and by whom. This should include information on:

- how the sea and/or land has been used in the past;
- how the area is being used now (e.g. customs, agriculture, hunting, commercial and subsistence fishing, other resource use, conservation, research, education, tourism, recreation), and who is using it;
- how the adjoining land or sea is being used, particularly any activities that compromise or adversely affect the protected area's values and resources; and/or
- any resource and biodiversity management practices currently being implemented.

The information in this section should be in summary form. Detail on the key cultural and sea / land use values will be described in the Managing Values section.

NOTE: Many management plans tend to become large, cumbersome documents with the greatest weight in the descriptive section. The description should not be excessively detailed. The descriptive information in the plan should be relevant to the management of the protected area. Keep the plan simple and concise. The plan is not a science report or a comprehensive collection of all that is known about the area. Detailed information on topics such as climate, geology, soils, flora, fauna (species lists) and land use history can be provided in supporting documents or on a website.

9.3 Why Our Protected Area is Important (Key Values)

In this section list the protected areas key values (the things that makes the area special). Each key value is supported by a 'statement of significance' that explains why the value is important. The statement should include information that describes the key value in a regional, national or international context (i.e. *'the lowland rainforest is the last undisturbed forest of its type in the Western Province'*). Refer to Part B Section 3.1 for information on identifying values and values categories.

Example 14

Why Our Protected Area is Important

Landscape

- Tetepare is the largest uninhabited island in the south pacific with outstanding scenic and aesthetic values. Covering 118 square kilometers it contains an unaltered landscape, pristine water catchments and uninterrupted coastline.

Ecosystems and Habitats

- Tetepare supports a diversity of undisturbed marine and terrestrial ecosystems and habitats including large areas of coastal and lowland rainforest, mangrove swamps, sea grass beds and coral reefs.

Our Plants and Animals

- Our island is home to many plants and animals including endemic and threatened species. 35* species that occur on the island and surrounding waters are listed on the IUCN's Red List.
- The inshore coral reefs of the island support one of the highest diversities of fish and coral in the world.
- The island provides important nesting sites for three species of marine turtle including the critically endangered Pacific leatherback and hawksbill.

Our Culture

- The island contains numerous significant cultural sites, relics and artifacts that are of customary significance and importance to the Tetepare descendants.
- Many of the islands plants and animals are important to our people for traditional food and medicines

Recreation

- Tetepare is an important location for local communities for rest and recreation. It provides opportunities for local communities, other Solomon Islanders and international visitors to experience the island's outstanding natural coastal environment and wildlife through a range of activities including snorkeling, bush walking, camping, and bird watching.

Science, Research and Education

- The island is an internationally recognized natural and cultural resource for research and education used by international universities, independent researchers and local communities.

Economic Values

- The island's tourism and research activities provide an important source of income for the local and regional economy through direct and indirect employment and the provision of supplies and services.

Example 14 is presented as a guide only and is not intended to represent all of Tetepare Island's values

*The number of IUCN listed species is used as an example only and is not a confirmed number

Key values may be described under the general headings provided in the template and shown in Example 14 (e.g. Our Plants and Animals) or be more specific (e.g. Leatherback Turtles). If there are only a few key values it may be preferred to group them under specific headings.

Tetepare Island is an outstanding conservation area with many exceptional values. Other protected areas may be established to manage as few as one or two values. The number of key values will vary with each area but will generally be no more than 10 even in the most complex protected area.

9.4. Threats to Our Area

In this section list the main threats to the key values. Information presented here should include:

- the key threats listed in priority order (what are the most urgent threats to manage?)
- how the threats affect the health of the protected area.

An example of how to present this information is given in Part B Section 3.2 of the guidelines

10.0 Looking After Our Protected Area (Managing the Protected Area)

This section of the plan has four parts; i) the legal basis for management; ii) the protected area category (purpose and principles); iii) the specific management objectives; and iv) the administrative arrangements for management of the protected area.

10.1 The Law and Policy

Under this heading the legal basis for the establishment of the protected area is explained. Standard text is provided in the management plan template. Fill in the blanks as prompted in the template.

This section can also include references to other laws or policy that apply to the protected area, such as a Provincial Ordinance or other National Legislation. Include information on any relevant legislation or government policy that affects the decision making for the protected area (e.g. Fisheries Management Act 1998).

If you are unsure if any other legislation or policies apply to the protected area contact the Landowners Advocacy and Legal Support Unit (LALSU) within the Public Solicitors Office for advice.

10.2 Our Protected Area Category (Management Purposes & Principles)

The 'Management Purposes and Principles' for each category of protected area are provided as standard text in Appendix I of these guidelines. The text sets out the objectives and management principles for each of the protected area categories as detailed in the Protected Area Regulations. The text for the relevant category is applicable to all protected areas and plans and should be used.

From Appendix I of the guidelines copy and insert the standard text for the relevant protected area category into the management plan template.

10.3 Management Objectives for Our Area (Specific Management Objectives)

In this section of the plan list the specific management objectives for the area. These objectives are based on the reason the area is being protected (the key values) and indicate the main focus for management.

The specific management objectives should not repeat the general management purposes and principles for the protected area category listed in the previous section but build upon them. They are to provide a clear focus and direction for management of the area.

A general management principle for National Parks is:

- *native or endemic species in the park will be protected, maintained and enhanced in as natural a state as possible.*

If one of the main reasons a protected area is being created is to manage marine turtle populations then a specific management objective may be:

- *To protect all marine turtles and their nesting sites in the protected area from harvesting and disturbance.*

The specific management objectives may also be based on any special mandates that apply to the area such as World Heritage requirements (e.g. Rennell Island).

Protected areas will generally have three to six specific management objectives though this may be more or less depending on the values present in each area. If there are multiple objectives, they should be written in order of priority.

The specific management objectives for an area are the long-term goals and should generally outlast the term of the plan, although in some cases they may evolve over time if conditions and values change and/or new information becomes available.

10.4 Administration of the Protected Area

This section describes the administration arrangements for the protected area. It details who is responsible for managing the area and how the Management Committee and protected area function.

Use the standard text provided in the template as a guide and include the following relevant information:

- name of the management committee (or other body responsible for the protected area)
- when the management committee was formed
- legal status of the management committee (e.g. is it a Registered Charity or does it have some other status?)
- how the committee operates (constitution, membership, meetings, roles)
- reporting arrangements (who does the committee report to?)
- management arrangements or agreements held with other stakeholders (e.g. Joint Management, MOUs, etc.)
- funding arrangements for the protected area
- general staffing structure and roles (do not include names of staff)

11.0 Protecting Our Values and Achieving Our Vision

This section is the main part of the management plan. It describes each key value and explains why each value is important. The condition of each key value is then described along with the threats and other issues affecting it. The desired outcomes for each key value are then stated and the management actions required to achieve these desired outcomes are listed.

The information for each key value is presented under the following headings:

- Background Information
- Management Issues
- Desired Outcomes
- Management Actions

The value categories or specific values discussed in this section should be the same as those listed in the earlier section of the plan *'Why Our Protected Area is Important'*.

Headings for each of the general value categories are provided in the template. Categories not relevant to the particular area are deleted. For example, if the protected area does not have any values listed under Historic Heritage (e.g. WWII relics) this heading is deleted from the plan.

Under each value category sub-headings may be used to more clearly present the information. Our Plants and Animals can be divided into a 'Plants' section and an 'Animals' section. This may have its own sub-headings such as *Birds*, *Reptiles*, *Frogs* or be even more specific if a particular species is a significant value that requires special management (e.g. *Leatherback Turtles* or *Coconut Crabs*).

Background Information

The background information should be comprehensive enough so that the reader understands the relationship between the value and the protected area and why it is important. Describe the condition of the value (is it in poor, fair, good or very good). Refer to the rating system in Part B Section 3.1 of the Guidelines.

Management Issues

In this section list the threats, constraints or opportunities affecting the value. Information on the threats identified in the earlier section of the plan '*Threats to Our Area*' that relate to the value should be included here. Refer to Part B Section 3.2 of the Guidelines for information on identifying threats.

Include information on the constraints that may affect the ability to achieve the desired outcomes. Constraints may include a lack of resources such as funding, equipment, expertise or staff to successfully manage the area.

Each value will likely present an opportunity or benefit. This may be economic opportunity through tourism, small business or other projects based on the sustainable use of resource. It may come from interest in the area from researchers and donors. The opportunities associated with a value are noted in this section and discussed in more detail in the '*Benefits and Opportunities*' section of the plan.

Desired Outcomes

Desired outcomes are brief statements detailing what is trying to be achieved for each value. There may be one desired outcome for each value or there may be several. An example of a 'Desired Outcome' may be:

- *Each year an increasing number of tourists visiting the protected area and learning about our environment and culture*

The desired outcomes must be consistent with both the broad management principles for the protected area category and the more specific management objectives decided upon by the community.

Importantly, the desired outcomes are a "performance measure" against which you can assess whether

the management actions in the plan are achieving the objectives for the protected area.

For this reason desired outcomes need to be SMART:

-	S pecific	(it gives clear direction)
-	M easurable	(so you can assess change)
-	A chievable	(the resources are available)
-	R ealistic	(it is possible)
-	T ime-bound	(there is a time-frame for achieving the outcome)

If the desired outcomes are not being achieved then the reasons why can be considered and the management strategies for the protected area reviewed and improved.

Management Actions

The management actions are the key part of the plan. They state how the desired outcomes will be achieved and are the response to the threats, constraints and opportunities linked to each key value. All activities occurring in the protected area (such as management, recreation, resource use, research etc.) must be consistent with management actions listed in the plan.

Like the desired outcomes, the management actions listed in plan need to be SMART. They need to be realistic and achievable. Do not include actions that are beyond the capacity of the management committee to carry out.

The management actions in the plan should:

- follow a hierarchy from general statements, explaining the overall intent, to specific statements for particular issues or locations;
- as closely as possible follow the order in the background text;
- cover all foreseeable issues, events and situations;
- be specific enough to give clear guidance about what is intended, and should be worded in a way that is unambiguous;
- detail what will or will not be allowed with regard to a particular issue (e.g. “*Harvesting of coconut crabs in the protected area will be prohibited*”);
- acknowledge the need for further information or planning if this is required (e.g. “*native animal surveys will be conducted to find out what species occur in the protected area*”);
- be numbered to enable easy reference when tracking implementation of the plan and to assist when preparing operations plans and other documents; and
- be consistent with local rules and customs, the management principles set out in the Act and Regulations and other government legislation and policy.

Example 15 shows how the information under the headings, Desired Outcomes, Management Issues and

Management Actions can be presented in the plan. It is an example based on a protected area where marine turtles are a key value and the conservation of the turtles and their nesting areas is one of the reasons for establishing the protected area.

Information on Key Values

Detail on what information to include for each value topic is provided over the following pages. For each key value in the protected area provide a description, including why it is important, what condition the value is in, what the threats and constraints to the value are (and how they are affecting it), as well as information on any opportunities the value may provide. Remember for all key values to describe or show clearly the link between the: value → threats → desired outcomes → actions.

Examples of desired outcomes and management actions for each value category are listed in Appendix 8.

11.1 Our Landscape

Describe the key features of the natural environment that are of significant value. This may include geological and landscape features such as islands, lagoons, beaches, caves, volcanoes, or mountains; the importance of soils, and natural processes occurring within the landscape. Include significant water catchment areas, rivers and water sources. Use sub-headings for specific values if required.

Natural formations are often prominent and spectacular visual features and can be the defining feature of an area. They attract visitors and have great significance to local communities (such as the Kolombangara mountains, the Zaira crater or the freshwater lake of Rennell Island). Consider the prominent visual features in the area and their significance when assessing key landscape values.

11.2 Ecosystems and Habitats

Protected areas contain important ecosystems and habitats that plant and animal species depend on for their survival. An ecosystem, short for 'ecological system', includes all the living and non-living things (such as climate, water, and soil) that exist and interact together in a particular area. An ecosystem can be very small, such as a rock pool or it can be very large, such as an ocean.

A habitat is the area within the ecosystem where different plants, animals and other organisms live. Habitats also vary in size from small to large. The habitat of a clown fish on a coral reef is a single sea anemone where as the habitat of a grey reef shark extends across a large area of the reef ecosystem.

In this section describe the key ecosystems and habitats in the protected area including where they are found and the area they cover. This may include mountain cloud forests, lowland rainforest, a cave system, freshwater habitats, mangrove forests, estuarine systems, seagrass beds or coral reefs. Of particular importance are the ecosystems and habitats that support key species.

Example 15

Our Animals

Marine Turtles

Background Information – this will include detail on the species present and why the turtles are important (their local regional or international significance). It will include detail on where the turtles occur, their abundance, nesting habits and other relevant information. It will provide information on any existing programs in place to manage this value as well as information on the health of the turtle population (using the health rating system in Part B Section 3.1 to describe the condition of the value).

Management Issues (may be listed as dot points or in text if detail is required to explain what is happening and why)

- Nesting turtles and their eggs are being unsustainably harvested by local communities **(threat)***
- Nesting sites are being destroyed by pigs and dogs **(threat)***
- Beach erosion from rising sea levels are destroying nesting sites **(threat)***
- Communities are unaware of the critically endangered status of the turtles and the damage caused by over-harvesting **(constraint)***
- There is no funding for monitoring and research programs **(constraint)***
- There is considerable interest from scientific researchers in establishing a research program **(opportunity)***
- The turtles are a popular tourist attraction **(opportunity)***

Desired Outcomes (what you want to achieve) * **include a time frame for outcomes**

To have :

- by 2014, a turtle sanctuary covering the whole of the protected area with no harvesting of turtles or their eggs;
- threats and impacts on marine turtles and their nesting sites minimised;
- an increase in the number of turtles nesting in the protected area;
- an increase in the number of hatchlings;
- community support and participation in the turtle management program;
- local community members trained in turtle research and monitoring;
- more information on the turtles and their nesting habits;
- on going funding for a turtle research programs;

Management Actions (how you're going to achieve it)

- A.1 No harvesting of marine turtles or their eggs is permitted in the protected area.
- A.2 Regular monitoring of nesting sites will be carried out to record information on the turtles and nests and ensure compliance with no harvesting.
- A.3 All nesting sites will be protected by appropriate measures.
- A.4 Funding support will be sought to assist with turtle research and monitoring.
- A.5 Training will be provided in turtle research and monitoring and community programs developed and implemented to collect data.
- A.6 Communities will be provided with information on the impact of harvesting marine turtles and their eggs.
- A.7 A turtle research facility will be built at Turtle Beach within two years.

* Issue type (e.g. threat, constraint, opportunity) shown as an example - do not show in plan

11.3 Our Plants and Animals

The conservation of the plants and animals (the biodiversity) that live and rely on the protected area will be a clear focus for most plans.

In this section describe the significant biodiversity values. This may be:

- **The high diversity of species**

The different types of plants and animals present should be briefly discussed

- **The presence of endemic, rare or threatened species**

Refer to any IUCN Red Listed species, or species identified as rare by the local community or researchers. Refer to any relevant plans or strategies for action that should be undertaken to protect threatened species (i.e. IUCN strategies for RED listed species, Coral Triangle Initiatives).

- **Internationally significant species and species with special scientific interest**

This may include migratory species that periodically or occasionally visit the area. This is particularly relevant for marine protected areas with shore and sea birds, turtles, whales, and other species that move into coastal waters from the continental shelf or its overlying waters. There may also be a range of species within the protected area that are of interest to researchers.

- **Species with special cultural interest**

Culturally significant species may include plants and animals that communities rely on for food, shelter, medicine, transport (kanu trees) or iconic species such as crocodiles, monitors, eagles, frigate birds. (**Note:** cultural use of resources is discussed in the next section. Make sure that information is not repeated in that section).

Include information on any special relationships between habitats, plants and animals. Include detail on any local species that have disappeared.

The plan should not attempt to list every species recorded in a protected area and there is generally no need to include a list of all known species in the plan. In some cases a species list may be included as an appendix to the plan if it is required for management purposes (e.g. IUCN RED list).

The information on plants and animals can be presented under the one heading or separated under two headings if this presents the information more clearly. The template provides a heading for Plants and one for Animals.

If the protected area has a high diversity of species, or species with special significance and management needs, use sub-headings to present the information. For example a sub-heading may be *Mammals, Reptiles, Amphibians, Birds, Invertebrates, Fish, Corals or Zooplankton* or a specific species such as Leatherback Turtles.

NOTE: It is recommended that native plant and animal species mentioned in the plan are referred to in their local language name as well as the common English name (if known). This is particularly so for species of cultural significance. Scientific names for listed species can be included in an Appendix. Guidelines for including species names in the text are detailed in Appendix 7.

If there is not a lot of information to present in the sections, 'Ecosystems and Habitats', and 'Our Plants and Animals', they may be combined and dealt with under one section heading titled 'Our Biodiversity'. The meaning of the term biodiversity should be provided so that it is clearly understood by the readers of the plan.

11.4 Our Culture

Protected areas will have significant cultural value to the local people. A protected area may contain special landscape features linked to ancestral times, important village sites and items from the past, or plants, animals and other natural resources relied on for daily life. The local peoples physical connections to an area and how they use it will have shaped the community's cultural knowledge and be linked to their language, stories and songs, dance, spiritual beliefs and traditions.

In this section describe the important links between the community and the protected area. If the protected area has many cultural values it may be useful to organize the background information using sub-headings. As a guide four headings have been suggested: *Cultural Landscape, Cultural Sites and Objects, Traditional Resource Use, and Cultural Knowledge.*

Cultural Landscape

Describe and discuss the features within the landscape that have significance. This will include landscape features associated with the cultural identity of the community, its stories and traditions.

Cultural Sites and Objects

Describe and discuss significant cultural sites or objects in the protected area. This may include areas of religious or spiritual significance, old village areas or fortifications, or tambu sites such as burial areas and alters.

The specific location of sites and objects does not need to be detailed in the plan if the location is culturally sensitive or identifying their location may put them at risk. Knowledge of the location of the sites is important though as it enables any threats to be identified and managed.

Traditional Resource Use

Describe and discuss traditional resource use within the protected area and the significance of the resources to the community. Identify who is using the protected area, why (this may be for ceremonial, subsistence, or livelihood purposes), what areas are being used, at what times of the year and how long for.

Include information on culturally significant species. Describe how they are used and why they are important. This might include plants used for building (shelter and kanus), foods and medicine.

Include a description of any traditional land management practices currently being used or that were used in the past. The reintroduction of traditional land management practices may be a powerful tool that can be used to repair damaged areas, achieve sustainable resource use, and educate young people in traditional ways.

Traditional Knowledge

Local people hold accumulated knowledge spanning thousands of years. It includes knowledge of customs and traditions, sites and objects, land and sea and the resources they provide. This knowledge and how it is used has been transmitted from generation to generation and shapes the lives of local people. It is knowledge that can continue to inform and inspire future generations.

The rapidly changing society and environment in many parts of the Islands means that cultural knowledge is being lost. The transfer of knowledge and practices from old to young people is one of the most important issues identified by elders in communities.

In this section describe and detail the cultural knowledge held by the community about the protected area. Is it in good condition? What can be done to make sure this knowledge is not lost?

Refer to Appendix 9 in the Guidelines, *Checklist for Cultural Heritage* to assist with identifying cultural values and management considerations.

11.5 Historic Heritage

In this section describe any features of the area identified as having historic significance (its historic heritage). Historic heritage includes places, events and objects that are not associated with traditional Solomon Island life and custom.

Historic heritage may be associated with European settlement or World War II events and include places, buildings, plantations, gardens, or objects that individuals and communities have inherited from the past and wish to preserve for the future. These historic places and objects may have a scientific, aesthetic and/or social significance.

As a guide two headings have been provided in the template however there may be other historic values that apply and other headings can be used.

Maritime History

Describe and discuss any significant maritime history. This will generally be associated with shipwrecks lying in waters in or close to the protected area.

WWII Battlefields and Relics

Describe any WWII sites and relics in or near the protected area. This may include shipwrecks, planes, other armaments or field sites. These sites and objects may be of particular interest to visitors from countries involved in WWII and have potential as tourist attractions.

If there are no historic values identified in the protected area this section is deleted.

11.6 Recreation

Protected areas can provide opportunities for a range of high quality recreational activities. Some activities are adventure based such as diving, sea kayaking, trekking or hunting while others are more passive, such as sightseeing, bird-watching, photography or participating in cultural activities (e.g. cooking, weaving, village life).

In this section describe how the protected area is used by the local community and visitors for rest and recreation. Include information on the types of activities occurring and if known, identify the level of use, main times the area is used, the key visitor sites, and the range of visitor facilities (if any). Existing facilities may include mooring buoys, walking tracks, camping areas, huts or other shelters provided for visitors.

If new facilities are planned the location and type of facility should be identified and described in the plan. Identify other (new) recreational opportunities suited to the protected area that may attract visitors.

This section may not be relevant for protected areas declared as Closed Areas or Nature Reserves where recreation activities are not appropriate or permitted. If not relevant delete this section from the template.

11.7 Science, Research and Education

In this section describe the key scientific, research and education values of the area. Discuss why the area is of interest to the scientific community and researchers and the role it can play in education (e.g. through interpretation of its values). Provide detail on:

- any significant scientific values;
- any existing programs and co-operative arrangements with research institutions, universities, schools, public associations or community groups;
- why research is being conducted, or why it is needed;
- permit requirements for researchers (including fees);
- existing interpretative material on the areas features and values (e.g. brochures, books, posters, website); and
- how the community uses the area for teaching and learning.

Consider what opportunities exist to involve the scientific community and schools with the protected area, and how these opportunities can be made to happen. If the protected area is close to a school consider how can it be used in school programs to encourage environmental awareness and cultural knowledge.

For all protected areas research will be needed to fill knowledge gaps, to enable development of appropriate management strategies or for evaluating and reviewing existing management programs.

NOTE: Refer back to the threats identified in 'The Threats to Our Area' in the earlier part of the plan. Make sure that all the threats listed have been addressed in Management Issues under the relevant key value topic In the Protecting Our Values section or in Benefits and Opportunities.

12.0 Benefits and Opportunities

In this section identify and detail the benefits and opportunities linked to the protected area and how these will be managed. This includes the key economic values identified for the protected area. Information on identifying Benefits and Opportunities is provided Part B Section 3.3 of the guidelines.

As a guide headings have been provided in the template that cover a range of *benefits and opportunities* commonly associated with protected areas. The headings in the template include:

- Ecotourism
- Business and Livelihoods
- Partnerships
- Learning and Training
- Community Participation and Awareness

Delete the headings in the template that are not relevant. For example, if the protected area is a Closed Area or Nature Reserve there may be no associated tourism or business activities. If an identified benefit and opportunity does not fit under one of these five categories create a new heading.

The format for presenting the information is the same as in the previous section *Protecting Our Values and Achieving Our Vision*. It includes; *Background Information; Management Issues; Desired Outcomes; and Management Actions*.

As with the previous section general examples of Desired Outcomes and Management Actions are listed for each of the categories in Appendix 8.

12.1 Ecotourism

In this section describe the existing and potential ecotourism opportunities linked to the protected area. Ecotourism activities should be consistent with the specific management objectives and be based on the protected areas natural and cultural values.

When including strategies for ecotourism in the plan refer to the section on Recreation to make sure that the desired outcomes and management actions are consistent with each other and are not repeated. If Ecotourism is not an objective of the plan this section can be deleted from the template.

12.2 Business and Livelihoods

In this section identify strategies to develop sustainable business projects and livelihood activities that can be supported by the protected area.

Examples of business and livelihood activities commonly associated with protected areas are discussed in Part B Section 3.3 of the guidelines. Business and livelihood activities need to be based on the principles of Ecologically Sustainable Use set out in the Regulations (refer to Part B Section 3.4 of the guidelines).

Not all protected areas will have as an objective the establishment of business and livelihood programs. Delete this section from the template if it is not relevant to the protected area.

12.3 Partnerships

In this section provide information on any existing partnerships associated with the protected area. These may be formal agreements between the partner and community or management committee (such as an MOU or funding agreement).

Consider how partnerships can be developed that will help with the implementation of the management plan (particularly the management priorities), raise the profile of the protected area, and provide funding opportunities for community projects, education, professional development and training.

12.4 Learning and Training

In this section provide information on what learning and training is needed to help the management committee and community achieve the desired outcomes set out in the plan. This may be focused on developing technical skills, sharing traditional knowledge, or understanding of the values of the protected area. Learning and training may be delivered by community members or by formal educators.

12.5 Community Participation and Awareness

In this section identify how the community can participate in looking after the protected area. Include information on any existing community programs within the protected area. Detail strategies for community participation, as well as for developing interest, awareness and support for the protected area and the management plan.

NOTE: Refer to Appendix 8 for a list of Desired Outcomes and Management Actions for the 'Protecting Our Values' and 'Benefits and Opportunities' topics. Remember the Desired Outcomes and Management Actions listed are general examples – the outcomes and particularly the actions will need to be more specific in the actual plan.

Remember to keep the desired outcomes and actions SMART

13.0 Managing Our Area in Zones (Zoning Scheme)

If there is no zoning scheme this section is deleted from the template.

In this section describe and discuss the zoning scheme for the protected area. If a zoning plan has already been prepared it must be attached to the plan. If attached as a supporting document the zoning plan is summarised in this section with the objectives and conditions that apply to each zone clearly described.

The zoning plan will include:

- a description of the zone boundaries (with zone map);
- classification and management objectives of each zone;
- activities allowed or prohibited in each zone; and
- Identification of threats to each zone.

The plan should clearly describe the boundaries for each zone and the area they cover, and explain why each particular area has been given a zone classification. Examples of zone classifications include Sanctuary Area (no harvesting), Seasonal Closures, General Use Area, Special Purpose Area, or Scientific Research Zone.

Zoning arrangements should be kept as simple as possible and avoid unnecessary restriction on human activities. A zone map showing the boundaries of each zone needs to be included in the management plan.

Refer to *Zoning Scheme* in Part B Section 3.6 of the Guidelines for more information.

14.0 Our Rules and Regulations

The information in this section should include:

- the General Prohibitions;
- a list of Restricted Activities (either in this section as an Appendix to the plan);
- any additional regulations agreed to by the Minister;
- any local rules;
- penalties for breaching a regulation (included in the Appendix to the plan);
- activities within the protected area that require a permit; and
- enforcement procedures (resources, administrative, public awareness).

The General Prohibitions that apply to all protected areas, both land and sea, are included as standard text in the template. If the protected area does not include either a marine or land area delete the regulations from the template that do not apply.

The General Prohibitions ban any commercial or non-commercial logging activities as well as the taking of any plant or animal species. However the management committee may:

- subject to the management plan authorise limited non-commercial extraction of timber for construction of office buildings for the management committee or for meeting the minimal housing needs of the owners of the area
- regulate or control the taking of any plant, animal or other living thing by members of the local community for traditional purposes.

If the management committee intends to authorise these activities within the protected area it should be clearly spelt out in the plan including any conditions that apply.

A summarised list of all Restricted Activities is provided as standard text in the plan template. A complete list of Restricted Activities, as set out in the Regulations, is presented in the Appendix of the template. This includes the complete offence description, section of the regulations the offence is from and the penalty.

Any of the restricted activities that are authorised to occur in the protected area should be deleted from both lists (the standard text in the template and the template Appendix). In the plan identify the restricted activities that have been authorised along with any conditions that apply.

If the management committee has approval from the Minister to impose additional regulations these need to be listed in the plan. The plan should detail administrative arrangements for enforcing the Regulations including procedures for dealing with an offender.

15.0 Our Action Plan (Implementation of the Plan)

Included in the template is a Management Action Table. Go through the plan and copy each numbered Management Action into the table under the relevant section heading. When complete, review the table to make sure each action only appears once.

Prioritise each management action as High, Medium or Low priority. The general principles for deciding the priority level are detailed in the plan template (refer to the standard text in the template). Management actions should be implemented according to priority and availability of resources.

The management action table may be used for developing a more detailed work plan or annual operations plan. An annual operations plan lists the actions from the management plan that will be implemented over a 12-month period. It is checked and updated each year and is used to monitor progress on the implementation of the management plan.

An annual operations plan should include for each action detail on: what the action is; what the outcome of the action is; who will be responsible for implementing the action; when the estimated completion date is; how much it will cost to do the work; and where the funding will come from.

The preparation and implementation of an annual operations plan should be listed as an action in the plan.

16.0 Monitoring, Evaluation and Review of Our Plan

All protected areas require a monitoring and evaluation program. A successful monitoring program will set standards and benchmarks for maintaining and monitoring the health of the protected area. The results of monitoring will help to guide future management decisions and actions.

In this section provide information on the monitoring and evaluation program (what will be done) as well as how and when the management plan will be reviewed. Identify in the plan who will be responsible for implementing the monitoring, evaluation and review of the plan (e.g. the Manager, coordinator etc.).

Information on monitoring and evaluation is provided in Part B Section 3.8 of the guidelines.

Standard text for this section has been provided in the template as a guide.

REMINDER

The management plan is not meant to be a detailed resource document covering everything that is known about the protected area. Keep the plan as short as possible, that is, no longer than is absolutely necessary to fulfill its functions. The text should be concise but provide sufficient information to give an understanding of the area and the issues, and to explain and justify the desired outcomes and management actions. Make sure the plan is clear and easy to understand. The plan should be free of jargon, easy to read and well presented. Make use of tables, maps, appendices or other techniques if they will better present the information.

17.0 References

A list of the references cited in the body of the text should be provided at the end of the plan (before the Appendices). Other key documents that provided information about the protected area or have guided the decision making in the plan should also be included. A reference list is arranged alphabetically by author's family name, or by title if a source has no author. Documents that are retrieved online should be referred to, including a website link. Examples of how references are listed are provided.

In general, the form for books is:

Author's family name, Initial(s). year of publication. *Title of book*. Publisher, Place of publication.

For example Patrick Pikacha's book *Wild West* would be written in the reference section as:

Pikacha, P. G. 2008. *Wild West – Rainforests of Western Solomon Islands*. Melanesian Geo Publications, Honiara, Solomon Islands.

The form for a journal article is:

Author's family name, Initial(s). (year of publication). 'Title of article'. Title of Journal, volume number, issue number, page range.

For example:

Olson, D.M. & Dinerstein, E. (1998). The Global 200: a representation approach to conserving the Earth's most biologically valuable ecoregions. *Conservation Biology*, 12: 502–515.

The format for referencing electronic sources (off the internet) is:

Author's family name, Initial(s). (year of publication). Title of document. Available from URL. (date viewed if relevant).

For example:

Sydenham, S. & Thomas, R. (2009). *What is an ecosystem?* Available from www.kidcyber.com.au (accessed April 2013)

18.0 Glossary

A glossary and/or a list of acronyms may be placed at the end of a plan after the reference section. The glossary/list should contain the terms actually used in the plan that are not easily understood by the general public.

The glossary may also contain a list of local language words used in the plan with the English translation alongside.

19.0 Appendices

Supporting information (such as species lists) should be listed in the Appendices in the order that they are referred to in the text.

Appendix I. Standard Text for Management Purposes and Principles

The standard text is taken from the Protected Area Regulations 2012 Part 2 and Schedule I. The text describes the primary objectives and management principles for each category of protected area. Copy the text from the relevant protected area category below and insert it into the plan under Our Protected Area Category

Protected Area Categories -

Nature Reserve

Under the Protected Areas Act this area has been declared and registered as a nature reserve. The primary objectives of which include:

- scientific research, environmental monitoring and education; and
- maintaining habitat conditions necessary for wildlife management, including protecting and meeting the natural requirements of significant species and biotic communities.

Management Principles

The nature reserve will be managed strictly and primarily for scientific research, environmental monitoring and climate change adaptation studies. For this purpose of the following principles will be applied:

- ecosystems, established ecological processes, genetic resources, habitats and native species will be maintained and or preserved to the best possible extent in a natural and undisturbed state;
- disturbance within and on the margins or periphery of a reserve will be minimised or strictly prohibited;
- any unique landscape features or rock exposures will, as much as possible, be protected and safeguarded;
- future generations will be presented the opportunity to see, experience and enjoy the benefits of a reserve that is undisturbed by unnecessary human activity over a long period of time; and
- public access will be denied or limited to the extent compatible with these principles and primary objectives of the Nature Reserve.

No camping, recreational, or other similar activity of a disruptive or disturbing nature shall be carried out or allowed in the nature reserve

National Park

Under the Protected Areas Act this area has been declared and registered as a national park. The area is recognised as a natural asset of national significance and has been established to:

- protect a major natural region and its biological and environmental features;
- protect the habitat and aesthetic qualities of an otherwise large area of natural and unique scenery; and or,
- promote education, research and tourism opportunities.

Management Principles

The national park will be managed to protect and conserve its biodiversity while similarly conforming to the following principles:

- Visitor access and use will be promoted and controlled for cultural, educational, inspirational and recreational purposes.
- The aspirations and needs of local communities and kastomary owners of the area will be taken into account.
- Natural and scenic areas of national and international significance will be protected for educational, recreational, scientific, spiritual and tourism purposes.
- Native or endemic species in the park will be protected maintained and enhanced in as natural a state as possible.

Natural Monument

Under the Protected Areas Act this area has been declared and registered as a natural monument to protect and sustain: **<insert one of the two following options>**

< insert name of specific monument> which is of outstanding natural features and its associated biodiversity and habitat.

OR

< insert name of landscape or seascape> created by the interaction (through traditional practices) between humans and nature over time and recognised for its biological, cultural, ecological and or scenic value

Management Principles

- The unique landscapes, and natural and cultural features of monumental value in the protected area will be preserved through protection and management.
- Specific natural features of outstanding unique or representational quality will be preserved permanently or in perpetuity.
- Natural features or monuments associated with traditional belief systems of local communities and kastomary owners will be respected.
- Controlled access and guided tours will be allowed for purposes of research, education and public appreciation.
- Rights of kastomary owners to continuous association with monuments of spiritual or traditional attachment will not be restricted or impeded.

Resource Management Area

Under the Protected Areas Act this area has been declared and registered as a resource management area, the primary objectives of which include the promotion of ecologically sustainable uses of natural ecosystems and resources for the benefit of kastomary owners and dependent local communities.

The resource management area shall be managed in such a way or according to such a system that allows for controlled access to and use of natural ecosystems and resources for purposes of ensuring:

- sustainable food security levels are achieved or maintained; and
- optimal sustainable livelihood and development needs of kastomary owners and dependent local communities are met.

Management Principles

- Ecologically sustainable use of natural resources to meet the basic livelihood needs of dependent local communities will be permitted under a strong management regime
- The basic livelihood needs of future generations dependent on the resources of the area will not be undermined or compromised by present generations; and
- Harvesting or extraction of natural resources is subject to continuous assessment of the health and state of stocks or harvestable natural resources.

Appendix 2. Resource Information Contact List

NGO ENVIRONMENT	NGO ENVIRONMENT	NGO ENVIRONMENT
<p>World Wildlife Fund (WWF) PO Box 1373 Honiara Solomon Islands Honiara Office T: 28023 /22910 Gizo Office T: 60191 www.wwfpacific.org.fj/where_we_work/solomons/index.cfm sseeto@wwfwm.org</p>	<p>The Nature Conservancy Solomon Islands Field Office Outback Shopping House Rove, Honiara MAILING ADDRESS: PO Box 759 Honiara , Solomon Islands +677 20940 & 28095 (Direct line) +677 20931 (Fax) +677 26814 www.nature.org/wherewework/asiapacific/solomonislands Willie Atu: watu@tnc.org</p>	<p>International Union for the Conservation of Nature (IUCN) Oceania Regional Office 5 Ma'afu Street, Private Mail Bag Suva, Fiji +679 3319084 (Work) +679 3100126 (Work) +679 3100127 (Work) +679 3100128 (Fax) www.iucn.org www.iucn.org/oceania oceania@iucn.org</p>
NGO ENVIRONMENT	NGO SUPPORT	NGO MARINE
<p>Natural Resource Development Foundation (NRDF) PO Box 158 Gizo Western Province T: 7491738, 60912 nrdf@solomon.com.sb www.nrdcsolomons.org</p>	<p>Foundation of the Peoples of the South Pacific International www.fsipi.org.fj</p>	<p>World Fish Delvene Boso E: d.boso@cgiar.org T: 25090 www.worldfishcenter.org</p>
MARINE	MARINE	NGO SUPPORT
<p>Solomon Islands Locally Managed Marine Areas Network, (SILMMA) Coordinator Peter Kenilorea http://www.solomonseasustainables.com/ManageResources/SILMMA.aspx</p>	<p>Coral Triangle Initiative (CTI) MECDM - Agnetha Vave - Karamui T: 23031/2 ext 206 agnetha.vavekaramui@gmail.com (or) MFMR – Rosalie Masu Tel: 39143 masu@fisheries.gov.sb www.ctisolomons.net.sb</p>	<p>Conservation International www.conservation.org asiapacific@conservation.org</p>
NGO SUPPORT	NGO SUPPORT	BOTANY
<p>Solomon Islands Community Conservation Partnership (SICCP) SIDT Building, Room 5 New China Town Honiara P.O. BOX 2378 Honiara, Solomon Islands Phone: 23297</p>	<p>Live and Learn DSE Building, Lombi Crescent S treet New China Town PO Box 1454 Honiara, Solomon Website: www.livelearn.org Email: solomons@livelearn.org Islands Tel: +677 23697 / 23698 Fax: +677 23697</p>	<p>National Herbarium Honiara Myknee Sirikolo Tel: 7512609 mykneesirikolo@gmail.com</p>

NGO ENVIRONMENT

World Wildlife Fund (WWF)
 PO Box 1373
 Honiara
 Solomon Islands
 Honiara Office
 T: 28023 /22910
 Gizo Office
 T: 60191
www.wwfpacific.org.fj/where_work/solomons/index.cfm
 sseeto@wwfwf.org

NGO ENVIRONMENT

The Nature Conservancy
 Solomon Islands
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 Outback Shopping House
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 +677 20940 & 28095
 (Direct line) +677 20931
 (Fax) +677 26814
www.nature.org/wherewework/asiapacific/solomonislands
 Willie Atu: watu@tnc.org

NGO ENVIRONMENT

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 Conservation of Nature
 (IUCN)
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 +679 3100126 (Work)
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www.iucn.org
www.iucn.org/oceania
 oceania@iucn.org

NGO ENVIRONMENT

Natural Resource
 Development Foundation
 (NRDF)
 PO Box 158 Gizo
 Western Province
 T: 7491738, 60912
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www.nrdcsolomons.org

NGOSUPPORT

Foundation of the
 Peoples of the South
 Pacific International
www.fspi.org.fj

NGO MARINE

WorldFish
 Delvene Boso
 E: d.boso@cgiar.org
 T: 25090
www.worldfishcenter.org

MARINE

Solomon Islands Locally
 Managed Marine Areas
 Network, (SILMMA)
 Coordinator
 Peter Kenilorea
<http://www.solomonseasustainable.com/ManageResources/SILMMA.aspx>

MARINE

Coral Triangle Initiative
 (CTI)
 MECDM - Agnetha Vave -
 Karamui
 T: 23031/2 ext 206
agnetha.vavekaramui@gmail.com (or)
 MFMR – Rosalie Masu
 Tel: 39143
masu@fisheries.gov.sb
www.ctisolomons.net.sb

NGO SUPPORT

Conservation International
www.conservation.org
asiapacific@conservation.org

NGO SUPPORT

Solomon Islands
 Community Conservation
 Partnership (SICCP)
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 Honiara, Solomon Islands
 Phone: 23297

NGO SUPPORT

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 Islands Tel: +677 23697 /
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BOTANY

National Herbarium
 Honiara
 Myknee Sirikolo
 Tel: 7512609
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LIVELIHOODS

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Alley, PO Box 1744
Honiara,
Solomon Islands
T: +677 21 444
Cell: +677 755 2324
Fax: +677 21 448
E-mail: mvaena@ifc.org
Web: www.ifc.org

LIVELIHOODS

Kastom Garden
Association
PO Box 742
Honiara Solomon Islands
T: (677) 39551
E-mail:
www.kastomgaden.org/

ECOLOGY

Patrick Pikacha
Email:
patrick.pikacha@gmail.com

CONSERVATION ASSOC

Tetepara Descendants
Association (TDA)
Tetepare Island,
Western Province
T: 62163, 7471510
E-mail:
tetepare@solomon.com.sb

**CONSERVATION
ASSOC.**

Roviana Conservation
Foundation
Nixon Tooler
E-mail:
nbtooler@gmail.com

CONSERVATION ASSOC

Kolombangara Island
Biodiversity Conservation
Association (KIBCA)
PO Box 199
Gizo, Western Province
Solomon Islands
T: 7401198
E-mail:
kibca@kolombangara.org
ferguson@kibca.org
www.kolombangara.org

Appendix 3. Checklist for Stakeholder Consultation

The list contains individuals or groups that may have an interest in the protected area (the stakeholders). As far as is possible all people with an interest in the protected area should be involved in the community consultation. List any other stakeholders not included on this list and keep a record of the people and groups consulted.

Stakeholder	Workshop or meeting	Informal discussion	Letter Email
Management Committee			
Chief			
Council of Chiefs			
Community Leaders			
Elders			
Landowners			
Local Community (men, women & youth)			
Neighbouring landowners			
Lessees/Licensees			
Permit Holders			
Research Specialists			
Protected Area Staff (local)			
Protected area groups/staff (other)			
Other user groups			
Community Conservation groups			
Government			
Provincial Government			
Local MP			
Ministry of Environment			
Ministry of Fisheries			
Ministry of Mining			
Ministry of Forests			
Public Solicitors Office (LALSU)			
Tourism Board (Local/Nat)			
Local Business Council			
Local Tour Operators			
NGOs (e.g. WWF, Live and Learn)			
Donors			
Any other			

Appendix 4. Checklist of Significant Values

Work through the checklist. Does the area contain important features? If identifying a feature as having significant value you must be able to give reasons as to why it is important. If when answering a question you are unclear whether the area contains that particular significant value tick the ? column. This will indicate the features that require further research.

VALUES PRESENT IN THE PROTECTED AREA	YES	NO	?
Landscape and Seascape			
Does the area contain outstanding natural features including geological and landscape features such as mountains, gorges, caves; estuaries; or other spectacular coastal features such as beaches, lagoons, islands, reefs or islands?			
Does the area contain outstanding scenic values?			
Is the area an important water catchment?			
Is the area undisturbed and in a natural state?			
Biodiversity (Habitats & Ecosystems) (Plants & Animals)			
Does the area contain important ecosystems and habitats?			
Does it contain large areas of undisturbed or healthy ecosystems and habitats essential for maintaining, biodiversity and ecosystem services like clean water?			
Does the area contain endemic species (occur nowhere else), sensitive, threatened or endangered plants and animals and habitats?			
Does the area contain outstanding examples of native vegetation (e.g. large forest or a high diversity of plants)?			
Does the area contain outstanding examples of native animals (a high diversity of animal species)?			
Does the area contain resources that are unusually sensitive to human use (harvesting of rare species such as turtles, coconut crabs, giant clams, corals) freshwater supply, trees or other plant species?			

Cultural Heritage			
Does the area contain important cultural sites?			
Does the area contain culturally significant landscape features?			
Does the area contain outstanding examples of modified landscapes and evidence of sustainable use of natural resources (such as irrigated taro fields, coconut plantations, fish traps, gnarly nut groves)?			
Does the area contain places or resources that are culturally important for the local communities?			
Historic Heritage			
Does the area contain important historical sites or relics? (e.g. shipwrecks, objects from World War II)			
Recreation	Yes	No	?
Does the area contain outstanding recreational values (such as bushwalking, camping, bird watching, fishing, diving)?			
Is the area an important place for communities to rest and participate in recreational activities?			
Science Research and Education			
Does the area contain outstanding scientific values such as unique ecosystems and habitats, endemic species, or environmental conditions?			
Does the area attract researchers to study its natural or cultural features?			
Is the area used by schools or other education groups for teaching and learning?			
Economic			
Does the area contain places and resources that are vital economically to local communities?			
Does the area attract local, regional, or international tourism?			
Does the area provide opportunity for ecologically sustainable use through suitable business activities (such as ecotourism, aquaculture or other)?			
Does the area have any other economic values?			
Other			
Does the area contain features with worldwide recognition (e.g. World Heritage Listing)? – (include under relevant heading)			
Does the area contain any other outstanding features, uses or values?			

Appendix 5. Information Checklist for a Protected Area Management Plan

(NOTE: many of these matters overlap, and it is not intended that they all be addressed in the plan, only that they be considered in the preparation of the plan)

<p>the management principles for the category of protected area</p> <p>a list of the management principles for each category of protected area are set out in Schedule I of the Regulations and as standard text in Appendix I.</p>	P
<p>the key values for which the protected area is established</p> <p>values have been identified and reasons for their significance explained.</p>	P
<p>conservation of biodiversity, including the maintenance of habitats, ecosystems and populations of rare or threatened species</p> <p>consider the vegetation communities and animals present, check for endemic, rare or threatened species (plants and animals). Refer to the IUCN Red List for any local or migratory species listed and any Recovery Plans for species present, and consider how the recovery plan will be implemented in your protected area. Check with relevant research groups for any information.</p>	P
<p>protection and appreciation of objects, places, landscape and structures of cultural significance</p> <p>check with the community for sites/places of cultural significance, check the land use history of the area, review any relevant documents (past studies), consider how significant values can be protected and/or promoted.</p>	P
<p>protection of landscape values and scenic features</p> <p>identify important landscape features and values, consider visual impacts of any current or proposed developments or activities, both from within and outside the protected area.</p>	P
<p>protection of geological and geomorphological features</p> <p>identify important landforms, geological features and values, consider whether any features are being impacted by community use. Consider impacts of both current and proposed developments and activities.</p>	P
<p>maintenance of natural processes</p> <p>consider proposals that alter natural processes - this could include construction of breakwaters, jetties, dams for hydro projects, roads or bridges.</p>	P
<p>rehabilitation of land/seascapes and the reinstatement of natural processes</p> <p>this could include soil conservation works, reshaping of logging tracks, revegetation of cleared areas (i.e. logging ponds and cleared mangroves), returning a stream to its natural channel, rehabilitating damaged coral reefs, pest control, etc.</p>	P

<p>the prohibition of any activities that adversely affect the natural condition or special features of the protected area</p> <p>although no operations should be undertaken in the protected area except in accordance with the plan, it may be necessary or desirable to specify that some additional activities be prohibited to protect the protected areas values.</p>	<p>P</p>
<p>the use of the protected area by local people for cultural purposes</p> <p>what activities for cultural purposes will be carried out in the protected area and what will the impact of the activity be (both physical and social)? Are the activities consistent with legislation (regulations) and the objectives of the plan?</p>	<p>P</p>
<p>provision of opportunities for community understanding and appreciation of the natural and cultural values, including opportunities for sustainable visitor or tourist use and enjoyment of the protected area</p> <p>what are the main visitor uses/interests, what facilities and opportunities are there at present in the protected area and in the surrounding area, what impacts are occurring from visitor use, what opportunities are available for public appreciation (both on-site and off-site) and for sustainable visitor use (note that sustainable use must also be appropriate to the area), should more facilities be provided or existing facilities changed or removed?</p>	<p>P</p>
<p>appropriate (including culturally appropriate) ecologically sustainable use</p> <p>appropriate use relates to the objectives of the area and to the values the community places on the area; ESD is defined under the Regulations: the environment should be maintained and enhanced for future generations and uses ensure the conservation of biological diversity and ecological integrity.</p>	<p>P</p>
<p>preservation of water catchment values</p> <p>is there a need to stop pollution or erosion, remove weeds and/or replant along banks, stop any developments on or near streams and estuaries?</p>	<p>P</p>
<p>encouragement of appropriate research (and monitoring) into natural and cultural features and processes, including threatening processes</p> <p>appropriate research and monitoring by the community and universities etc., should be identified with priority given to areas requiring more knowledge and understanding, continuation of previous monitoring or research programs, and those programs which assist management of the protected areas and its values.</p>	<p>P</p>
<p>identification and mitigation of threatening processes</p> <p>consider issues such as soil erosion, pollution, weeds, pest animals, unsustainable resource harvesting (such as fishing, egg collection, trochus, coconut crabs), protection of threatened species, logged sites and threats from public use.</p>	<p>P</p>
<p>adjoining or nearby land and marine area use</p> <p>consider the surrounding landuse (and marine) and consider whether this has any implications for the management of the protected area.</p>	<p>P</p>

<p>the regional, national and international context of the protected area, maintenance of any national or international significance and compliance with any national or international agreements, including protection of world heritage values</p> <p>what are the unique values of the area? Is the area World Heritage listed (i.e. Rennell Island WHA), are there any obligations under agreements like the Coral Triangle Initiative, etc.</p>	P
<p>benefits to local communities</p> <p>what benefits do local communities will derive from the management proposals such as restoration of habitats, provision of facilities, ecotourism opportunities, business projects (aquaculture, fishing tours, etc.), partnerships?</p>	P
<p>social and economic context coordinating activities with other nearby protected areas or communities so that conservation activities are working together, the provision of ecotourism or visitor facilities is appropriate to the surrounding area</p> <p>this includes concepts such as providing a range of recreation and tourism opportunities within an area, not competing with other local communities, and businesses, coordination of research, monitoring and restoration programs.</p>	P
<p>protection and management of wild rivers</p> <p>wild rivers can be a watercourse or part of a water catchment in the protected area that have substantially undisturbed biological, hydrological and geomorphological processes.</p>	P
<p>the means to achieve the plan's objectives and performance measures</p> <p>do the proposed actions in the plan align with the plan's objectives and will they achieve the desired outcomes?</p>	P
<p>any activity (mining or logging) proposed for an adjoining area and the nature of any development proposed to be carried out</p> <p>consider how impacts from competing land use activities can be minimized and coordinated with the management objectives for the area.</p>	P
<p>promotion of public appreciation and understanding of the protected area's values</p> <p>what are the main features of interest and how should they be promoted and/or interpreted to raise awareness of the protected area? e.g. information brochures, signs, guided tours, and information in off-site locations.</p>	P

Appendix 6. Required Management Plan Content

Plan Section	Protected Area Regulations Section
Managing Our Values (all sections)	23(1)(d) specifying management objectives and anticipated outputs for particular conservation or other activities. 23(2)(d) mechanisms for mitigating or cushioning the effects of natural disasters.
Habitats and Ecosystems Plants and Animals	23(1)(c) identification of species or habitat that needs special attention measures and controls
Our Culture	23(1)(a) application of relevant traditional management practices
Science, Research and Education	23(1)(h) research and monitoring
Benefits and Opportunities	23(2)(a) community economic development activities, such as ecotourism, that may be carried out within or next to a protected area
Learning and Training	23(2)(c) activities for building the management capacity of kastomary owners 23(1)(i) staff and staff training and development.
Community Participation and Awareness	23(1)(g) public awareness programs, including translation of and production of booklets and other materials on the Act and Regulations into local languages
Managing in Zones	23(1)(a) the zoning of a protected area with description of activities that may be carried out in different parts or sections of the area, including fishery activities for marine protected areas 23(1)(b) activities that are prohibited within a protected area or specific zones of the area, including the identification of any development (industrial, commercial or otherwise) that might directly or indirectly affect the protected area
Rules and Regulations	23(1)(f) program of implementation and enforcement and cost, if any, including administrative steps in dealing with an offender with the view to explain the intention of the provision breached and the consequences of the act committed. 23(1)(j) any proposed penalties and rules.

Appendix 7. Style and Format Specifications

The suggested format specifications for the plan are outlined below.

Font: Arial 11 for the text. Arial 10 may be used in a table listing species etc., but no smaller font unless it is contained in a diagram or map and is necessary to fit in the required information.

Line spacing: single spacing.

Top, bottom and side margins: all 2.5cm.

Page numbers: the first 3 pages - title page, acknowledgments, and contents page are left un-numbered. Subsequent parts of the plan have numbered pages, beginning at 1.

Position of page numbers: page numbers are inserted in the footer.

Paragraphs: Standard paragraphs are commenced without indentation and are justified. Indentations in paragraphs can be utilised for emphasis or clarity.

Note: use hanging indentation format rather than tabs to avoid problems when the plan is e-mailed.

Bullets: Two types of bullets are used in plans of management:

- a dot is to be generally used for any list e.g. statements of significance, objectives
- a dash is used if another tier of bulleting is required.

Photographs, artwork, quotes (and other illustrative information)

These are not generally included in the standard format management plan. Photographs, artwork and quotes may be used if they meet the following criteria:

- All photos, artwork and quotes, species lists/tables, etc. should improve the communication, understanding and use of the plan. The use of such features (photos, quotes, tables) is not to decorate or fill-in but should improve the understanding of topics or issues, so consideration needs to be given as to whether the feature(s) make the plan easier to understand and use.
- Photographs and quotes can be included if they provide authority to a plan, particularly if they are of, or by, people who have an influence in the local community. Photos can also be used to establish context, and show key issues that are hard to understand without the photo.
- All photos should be of a high quality and suitable for both black and white and colour reproduction.

- Captions should be included for all photos. Captions should indicate the relevance of the photo e.g. describe the photo and explain why the image is included in the plan. They should acknowledge the photographer/artist/person quoted and include any other copyright information.
- Tables and figures should always be numbered. For figures, the numbered title is placed at the foot of the figure. For tables, the numbered title is placed at the head of the table (on top).
- Any short quotes (less than thirty words) should be set within quotation marks. Those greater than thirty words should be included as block quotations which are set in a smaller type size and indented. Quotation marks are not used for block quotations. Ensure that quoted words are reproduced exactly, even if they include grammatical errors. After the quote make sure to say where it came from (the source).

Approval for the use of photographs, artwork and quotes

It is necessary to obtain permission for the use of photographs, artwork, quotes and other illustrative material included in management plans.

Arrangements for the use of photos needs to be discussed during the consultation process, as there may be issues with respect to people's privacy / welfare / safety concerns.

References to legislation and other sources

Acts should be written in full, include the date, and be in italics when first mentioned. The date should not be in brackets. An abbreviation can be included in brackets after the name for use in later sections of the plan if desired (the abbreviation should not be italicised). For example, "The Protected Areas Act 2012 (PA Act) states...". Later references should not be italicised and not include the date e.g. "the Protected Areas Act" (or if an abbreviation was previously identified, "the PA Act").

References in the text to another source should include the name and year of publication in brackets e.g. "...the frogs are listed as rare (Pikacha, 2008)." If a direct quote from a written document is used, the page number should also be included. Refer to Part C Section 17 for information on listing references.

Species names

Use the local language name (if known) and common English name for species. The use of scientific names in the text can be confusing and hold little meaning to local communities. For species referred to in the plan it is recommended that a table be presented in the Appendix that lists the local, common English name and scientific name.

Common names should be written in lower case. Be mindful of hyphenation in species names e.g. Solomons slender-toed gecko, red-breasted pygmy parrot, greater monkey-faced bat, elegant sticky-toed frog, brown-marbled grouper, wide-banded cuttlefish, white-spotted squat lobster.

Scientific names should be in italics and are generally placed in brackets after the common name. All common names of plants and animals should be followed by the scientific name when first mentioned in the plan. Check the spelling of scientific names very carefully.

If using all three species names the following sequence is suggested - species in language followed by the English common name and scientific name in brackets e.g. osiso (common golden whistler - *Pachycephala pectoralis*), topa (green headed parrotfish – *bolbometopon muricatum*), gopa (rain tree – *Samanea sama*).

Use of capitalisation

In order to make the text easy to read, the use of capitals should generally be avoided. The words 'park', 'nature reserve', 'resource management area', 'natural monument' etc. are put in lower case, except where the full area name is given. Similarly, common names for plants and animals should also have lower case, except where they are derived from the name of a place or person e.g. forest kingfisher, or Kolombangara white-eye.

Use of abbreviations

Abbreviations should generally not be used. For example 'ha' should be written as 'hectares' and 'km' written as 'kilometres'. Numbers up to ten should be written in words, but thereafter numbers may be used (e.g. one survey found 22 birds present).

The names of Acts and government departments, as noted above, may be abbreviated but the abbreviation should be placed in brackets following the first use of the Act in full in the text.

Appendix 8. Examples of Desired Outcomes and Management Actions

The desired outcomes and management actions listed in this Appendix are not a complete list and are provided for use as a guide only. Although general in nature the examples can be adapted and used when writing the plan. Following the list of general actions, examples of how the management actions can be written in the plan are provided.

The number of Desired Outcomes and Management Actions will vary for each value and for each protected area. A key value may have one desired outcome or it may have more. Similarly, the number of actions will vary depending on the outcomes and the number of issues associated with the value.

Only include desired outcomes and management actions in the plan that are relevant and achievable (be S.M.A.R.T.).

Our Landscape

Desired Outcomes for Landscape values:

To have:

- the natural character and aesthetic qualities of the landscape preserved and protected;
- the visual impact of developments and management activities minimised;
- the water catchments, rivers and springs in good health;
- water quality within the protected area and surrounding sea maintained at a high level (protecting biological processes and water supply);
- the landscape and soils looked after and in good health; and
- the landscape values promoted through interpretation and education programs.

Management Actions to achieve the outcomes may include:

- prohibit activities that have the potential to damage natural features or negatively impact views and the areas natural beauty;
- regularly assess sources of pollution in the water catchment;
- regulate, control or remove threats to water quality from catchment related activities, including erosion, sedimentation, waste disposal and pollution;
- regularly monitor water quality;
- implement appropriate sewage and sanitation collection and disposal;
- regularly remove and dispose of plastic pollution and litter from the protected area and surrounding villages; and
- produce and make available information on the significant landscape and seascape values (e.g. signage, brochures, posters, website)

Ecosystems and Habitats

Desired Outcomes for Ecosystems and Habitat:

To have

- all key habitats and ecosystems in the area protected;
- degraded or missing habitats (previously in place) restored;
- important habitat corridors maintained;
- invasive and problematic species controlled or eradicated;
- human impacts on the key habitats and ecosystems minimised;
- increased knowledge of our ecosystems and habitats and their function; and/or
- the effects of climate change on ecosystems, habitats and biodiversity better understood.

Management Actions to achieve these outcomes may include:

- expand the boundaries of the protected area to capture all critical habitat and ecosystems;
- mark the boundaries of the protected area and key sites within it;
- work with neighbouring landowners to coordinate and improve conservation efforts;
- maintain or create forest corridors to link key habitats (from the sea to the mountains)
- carry out habitat/ecosystem restoration programs (such as rehabilitation of coral reefs, reforestation of lowland rainforest, mangrove forests, and along rivers);
- remove snags and impediments to natural water flow (such as collapsed logging track bridges);
- implement a program to eradicate, control or prevent invasive and problematic plants, animals, and pathogens (e.g. cutting vines off trees, physical treatment of weeds, preventing ballast water discharge);
- regulate activities with the potential to damage ecosystems and habitats (such as clearing, harvesting);
- implement programs to clean up waste and other pollutants; and
- conduct research and monitoring programs on the key values and threats.

Our Plants and Animals

Desired outcomes for Plants and Animals:

To have:

- the protected area healthy, with no future loss of any plants or animals species, or their habitats;
- our endemic, threatened, rare, and iconic species protected;
- our depleted plant and animal populations restored (species recovery);

- locally extinct species reintroduced to places where they formally occurred (species reintroduction);
- key threats to habitats, plants and animals removed or their impact minimised;
- target species sustainably harvested;
- more knowledge about our plants and animal species including the way they live together, their habitats, and key threats;
- good management, protection and appreciation of our plants and animals; and
- funding for biodiversity conservation.

Management Actions to achieve these outcomes may include:

- the location of key habitats and plants and animals are mapped;
- action statements and recovery plans for threatened species or communities (refer to IUCN Red List, Coral Triangle Initiatives or any national strategies) will be implemented;
- implement recovery strategies to restore populations of plants and animals with low numbers e.g. manual pollination of trees, use of artificial nesting boxes, clutch manipulation (e.g. turtle eggs);
- reintroduce species to locations where they have disappeared (e.g. corals, giant clams, coconut crabs, mangroves, hardwood trees);
- regulate the harvesting of target or at risk species (e.g. harvest bans, closed areas, seasonal restrictions, size limits, bag limits, etc.);
- assess the threats to the key plants and animals (from things such as pest animals, weeds, pollution and illegal harvesting) and conduct pest eradication and control, and enforcement programs;
- record significant sightings of plants and animals;
- compile a list of all known plants and animals within the protected area;
- conduct research on the key plants and animals and ecological communities;
- implement long-term monitoring programs to measure the health of plant and animal populations; and
- promote the protected areas biodiversity and conservation values (using posters, brochures, website, journal articles, books, etc.)

Our Culture

Desired Outcomes for Cultural Heritage:

To have:

- more knowledge about our important places, sites and objects;
- our important places, sites and objects protected;
- traditional knowledge about the environment and our culture passed on to others in the community (including the youth);
- traditional knowledge, skills and experiences incorporated into operations and programs for the protected area;

- increased awareness, understanding, and respect for our traditions, language, cultures, customs and the skills of the community;
- our cultural knowledge recorded and used in accordance with custom and the community's wishes.

Management Actions to achieve the outcomes:

- record the location of significant places, sites and objects;
- record: stories about places, objects and events; songs and local language names for features, plants and animals;
- carry out archaeological survey and assessment work on cultural sites and places prior to any activities occurring that may have a negative impact;
- remove or manage threats to minimise their impact on cultural sites (such as weeds, erosions, removal of objects, vandalism);
- meet with community elders and leaders to discuss and review management practices;
- develop cultural awareness information and programs for the community, school children and visitors;
- train and employ community members as guides and rangers;
- conduct community field trips with elders and youth to visit cultural sites, share knowledge and develop environmental awareness; and
- ensure that all cultural information is recorded, stored and used appropriately and with the permission of the community.

Historic Heritage (Other Peoples) Desired Outcomes for historic heritage:

- increased knowledge and awareness of the protected areas historic values;
- historic sites and objects protected; and
- negative impacts on historic heritage values minimised.

Management Actions to achieve the outcomes:

- record the location of historic sites and objects and assess their significance;
- record the stories and information associated with historic events, places and objects;
- carry out archaeological survey and assessment work on historic sites and objects prior to any activities occurring that may have a negative impact;
- remove or manage the threats to historic sites and objects to minimise their impacts; and
- develop and make available education and interpretive material and programs (such as tours) on historic heritage.

Recreation

Desired Outcomes for Recreation values:

To have:

- a range of safe and enjoyable recreation opportunities available to the community and visitors that promote appreciation, awareness and conservation of the protected area;
- no damage to the protected areas values caused by recreation activities;
- a high level of awareness of the protected areas attractions and recreational opportunities; and
- an increase in the number of visitors coming to the protected area.

Management Actions to achieve these outcomes:

- develop infrastructure that encourages and supports recreation activities at suitable locations (e.g. walking tracks, toilets, huts, viewing areas);
- maintain equipment and facilities (e.g. clearing tracks, repairing shelters);
- provide interpretive, safety and visitor use information (e.g. signs, brochures, information sheets);
- regulate activities to minimise impacts and ensure visitor safety;
- provide guidelines to tourist operators on visitor use;
- monitor the impact of recreation activities and visitor use on the environment and communities;
- provide training to guides, rangers and other staff who work with visitors;
- introduce visitor fees for certain activities²⁷;
- market and promote the protected area to encourage visitation;
- conduct surveys to assess community and visitor satisfaction; and
- prepare a visitor management plan (i.e. planning for who, what, why, when, how).

Science, Research and Education

Desired Outcomes for Science, Research and Education values:

To have:

- partnerships with universities and research organizations;
- increased scientific knowledge of the protected area;
- improved capacity to manage the protected area;

²⁷ In this context a visitor may be anyone who is not a member of the local tribe or a landowner.

- the community involved in research programs;
- the area used as a valuable education resource by local schools and other community groups; and
- a range of educational and interpretative material available to the community and visitors.

Management Actions to achieve the outcomes:

- enter into formal agreements with universities and other research organizations for funding or research programs;
- develop research guidelines and protocols that ensure local people participate in research and share in its benefits;
- identify knowledge gaps and research priorities;
- provide training to the community in monitoring and research techniques;
- employ local people as research assistants;
- provide all research results to the management committee and community; and
- develop and implement an information management system for the storage of cultural and natural information.
- encourage and support the use of the protected area by schools, community groups and individuals for learning, training and developing knowledge;
- in consultation with teachers develop a school education program that brings students into the protected area
- provide training for guides and rangers to lead school and visitor groups on education tours.

Benefits and Opportunities

Ecotourism

Desired Outcomes for Ecotourism:

To have:

- successful ecotourism businesses operating that provide benefits and a positive and rewarding experience for both visitors and the local community;
- ecotourism that promotes awareness and appreciation of our environment and culture;
- income from ecotourism contributing to the management of the protected area;
- improved community capacity (ability) to manage ecotourism;
- ecotourism that has minimal impact on the protected area and is consistent with the management outcomes and actions for other values; and
- a high level of visitor satisfaction.

Management Actions to achieve these outcomes may include:

- develop and make available to visitors a range of ecotourism opportunities based on the protected areas natural and cultural attractions;
- incorporate traditional knowledge, customs and conservation messages into ecotourism activities;
- include women and youth programs in visitor activities;
- form a community cooperative to manage and run ecotourism ventures;
- develop village-stay opportunities close to the protected area;
- implement a roster for the supply of goods and services to ecotourism businesses so that benefits can be shared across the community;
- set up a business fund to help support ecotourism programs and conservation objectives;
- encourage adjoining landowners to become involved;
- look for funding to assist with planning and developing projects;
- conduct a feasibility study and develop a business plan;
- provide training opportunities to develop appropriate skills and knowledge within the community;
- market and promote the protected area and associated ecotourism businesses; and
- develop partnerships with tourism networks and industry to support ecotourism activities (e.g. SIVB, local tourism operators such as dive shops and resorts).

Business and Livelihoods

Desired Outcomes for Business and Livelihoods:

To have:

- business and livelihood projects that look after our environment (environmentally sustainable) and benefit the community;
- businesses that improve the financial capacity to protect and manage the area; and
- business and livelihood projects with a minimal impact on the protected area and its values.

Management Actions to achieve the outcomes may include:

- develop business and livelihood activities that are environmentally sustainable;
- promote and support livelihood activities that substitute for environmentally damaging ones;
- identify and establish markets for products and environmental services;
- prepare feasibility studies and business plans;
- establish community cooperatives to manage business activities;
- build partnerships to help develop business knowledge and skills;

- introduce a levy on businesses that use the protected area to help raise funds for the management of the area;
- monitor the impact of business and livelihood activities on the protected area;
- apply for small (micro) business grants to help establish projects;
- assist with providing livelihood project training (e.g. honey or coconut oil production, coral farming, etc.)
- assist with providing accounting and small business management training; and
- market and promote environmentally sustainable products as well as the benefits the sale of the products provide the community.

Partnerships

Desired Outcomes for Partnerships:

To have:

- partnerships that improve our capacity to look after the protected area and implement the management plan, and provide a benefit to the community (partnerships for developing skills; providing financial support; promoting the protected area; assisting with conservation activities; and developing community projects);
- a protected area fund / endowment that covers core operating costs;
- increased awareness of the protected area and its values;
- research being carried out on priority topics; and
- long term partnerships that are strong and mutually beneficial.

Actions to achieve these outcomes may include:

- identify priorities for partnerships (e.g. for training, the purchase of equipment, building infrastructure, sharing of expertise, science and research, building an endowment, establishing an education scholarship program, promoting tourism);
- apply for direct funding and grants for specific projects;
- market and promote the protected area to raise awareness and interest from potential partners / donors;
- develop relationships and professional networks with other protected area organizations and workers to share knowledge experience and skills (e.g. local protected area network; International Rangers Association);
- promote the role of partner organizations and their relationship with the protected area (e.g. using the logo on signs, posters publications, links on website); and
- make sure that partnership obligations are met (e.g. financial audits, providing meeting minutes, generating publicity, providing progress and annual reports).

Learning and Training

Desired Outcomes for Learning and Training:

To have:

- greater capacity to manage the protected area; and
- opportunity for the whole community including elders, women and youth to develop knowledge, experience and skills based on the protection of the environment and the sustainable use of resources.

Management Actions to achieve the outcomes may include:

- assist with providing training programs for community leaders and the management committee (in governance, administration and finance, leadership);
- identify and provide learning and training needs for protected area managers;
- provide training programs for rangers, guides and field workers (such as first aid, chainsaw use, GPS training, mapping, cultural site assessment, track building);
- develop and implement worker exchange programs with other protected areas to broaden experience and skills (such as monitoring, guiding, compliance, catering);
- develop internship programs with relevant businesses, NGOs, government and other supporting bodies;
- investigate the employment of experienced international volunteers from organizations such as Australian Volunteers International (AVI);
- provide training programs and workshops for the community;
- establish a scholarship fund to encourage and support local youth to undertake studies and training in fields related to protected area management (e.g. studies in environmental science, archaeology, sustainability, business and tourism);
- develop and implement programs in the protected area to encourage the sharing of traditional knowledge and stories between elders and youth; and
- investigate opportunities for training, education and research programs involving SINU and international universities.

Community Participation and Awareness

Desired Outcomes for Community Participation and Awareness:

To have:

- strong support for the protected area and the management plan;
- widespread awareness and appreciation of the protected areas natural and cultural values;
- a high level of community awareness and understanding of the threats to the protected area;
- a high level of community involvement in looking after the protected area with the benefits and opportunities being enjoyed by as many people as possible; and
- support for the protected area rules and regulations, and a high level of compliance.

Management Actions to achieve the outcomes may include:

- provide opportunities for local people to work in the protected area (e.g. in positions such as managers, rangers, guides, research assistants);
- provide opportunities for the community to participation in conservation programs, and business, ecotourism and livelihood projects;
- involve the community in research programs (such as resource inventories, natural and cultural heritage surveys and monitoring programs);
- encourage the participation of teachers and school children in management programs and where possible implement programs;
- provide opportunity for the community to be involved in the review of the management plan and other protected area programs;
- hold information days and events to promote and support the protected area (e.g. guest speakers, community tours of the protected area, festivals, clean up days etc.);
- provide the management plan in an illustrated poster format with maps and a summary of key information;
- translate information on the protected area into local language and produce booklets and other materials for use by the community;
- conduct workshops on the protected area rules and regulations; and
- encourage self regulation.

Appendix 9. Checklist for Cultural Heritage Management

IDENTIFICATION OF CULTURAL VALUES	Yes	No
Have any relevant reports (archaeological or anthropology studies) on the protected area been researched?		
Has a meeting been held with the local community to discuss development of the draft management plan and how the community can be involved?		
Have the community, other relevant individuals and groups been consulted to discuss the cultural significance of the area, basic land use history, past and present management practices, and how human activity has impacted on the area?		
Has the community asked about culturally significant landscape features within the area?		
Has information on social attachments and any current use of the area for cultural purposes been collected?		
Are there any community concerns about access to cultural sites from visitors?		
Has the area been ground checked to look for features such as old village sites, tambu sites, old gardens or other cultural features?		
ASSESSMENT OF CULTURAL VALUES	Yes	No
Has an assessment been made of the historic, scientific, aesthetic and social significance of the cultural features?		
Has a comparison of significance been made with comparable places/objects elsewhere in the region, Province or Country?		
Has the level of significance and value of the cultural features to local communities (and others) been assessed?		
MANAGEMENT OF CULTURAL VALUES	Yes	No
Have any necessary site protection actions including maintenance works, monitoring programs, threat reduction programs, or visitor management strategies been identified?		
Have any strategies been identified for the ongoing cultural use and involvement of local communities in the management of cultural sites?		
Have any culturally prescribed restrictions on access to places been identified?		
Is there a need for management based research, particularly for places of high significance or for places likely to be impacted on by proposed activities, such as tourism visitation?		
Is there is a need to provide visitor information on cultural sites or develop a cultural heritage interpretation strategy?		
Has the plan been reviewed to make sure it does not propose any actions that may damage or destroy sites or items?		

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